

**General Services Administration
Original Application Report**

Announcement Number: 22PBSA599KEMP

Position Title: Project Manager

Name: (b) (6)
SSN: (b) (6)
MIDX: (b) (6)
Address1: (b) (6)
Address2:
City: (b) (6)
State: (b) (6)
Country: United States
Post Code: (b) (6)
Plus4:
Telephone 1: (b) (6)
Telephone 2:
Telephone 3:
Email: (b) (6)
United States (b) (6) ■
Series Applied To: (b) (6)
Veterans' Preference: (b) (6)
Military Service Dates (Start of Service - End of Service):

Applicant Level Assessments:

Eligibility Questions

1. Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

2. No

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2. Are you a current Federal employee?

Answers:

1. Yes

3. Are you a current Federal employee serving under a Veterans Readjustment Authority (VRA) appointment?

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Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

2. Other

5.If you selected "Other", please enter the agency and organization.

Answers: Department of the Air Force, 75 FSS

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: Hill AFB, UT

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

1. Permanent-Career, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

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(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9. Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

10. Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

11. If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit a copy of a SF-50 prior to selection as proof of your reinstatement eligibility.)

12. If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

3. Other

13. If you selected "Other", please enter the Pay Plan.

Answers: NH

14. If you are, or ever were, a Federal civilian employee, please indicate the highest grade level you held (Enter NA if Not Applicable):

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Answers: 02

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: Present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 5

17.May we contact your current supervisor for a reference?

Answers:

3. Please contact me first

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

3. Not Applicable

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

(Note: You will be asked to provide a copy of the exemption prior to

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interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

2. No

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

2. No

If you answered **Yes** then answer the following questions.

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

Assessment Questions

What locations do you wish to apply to?

Salt Lake City, UT, US

What Grades do you wish to apply to?

12

Grade: 12

1.Do you have one year of specialized experience equivalent to the GS-11 level in the
Federal service, as defined above?

Answer (0.00 points):

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1. Yes

2.I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (16.66 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3.Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4.I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (16.66 points):

4. Large space renovations (50,001 -100,000 sq. ft.).

5.Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (13.33 points):

6. I am highly skilled at providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings. I have performed this task routinely and have conducted training in this area.

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6. Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (13.33 points):

6. I am highly skilled at preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals. I have performed this task routinely and have conducted training in this area.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (15.00 points):

5. I have experience on projects in excess of 100,000 square feet.

9. Formulates or develops the scope of work and provides estimates.

Answer (15.00 points):

5. Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (6.67 points):

1. I have experience communicating effectively, orally and in writing, exercising tact and diplomacy. My work was reviewed for accuracy and completeness by a team leader/supervisor.

11. Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12. Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

1. Yes

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13. Which of the following describes your experience leading and communicating with a project team?

Answer (7.50 points):

1. I have lead teams in developing major projects.
2. I have provided feedback to team members, peers and others.
3. I have demonstrated experience influencing others and negotiating through open communication, consideration of others ideas and flexibility.
4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
6. I have communicated with team to ensure they knew when issues/problems must be escalated.
7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.
10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.

14. I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (7.50 points):

4. I am highly skilled in utilizing qualitative and quantitative methods to assess and improve program effectiveness and complex management processes, projects, and systems under category management.

15. Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

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2. Are you a current General Services Administration associate?

Answer (0.00 points):

2. No

If you answered **No** then answer the following questions.

2.1. Do you have a current annual performance rating that is equal to pass or successful?

Answer (0.00 points):

1. Yes

2.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answer (0.00 points): (b) (6)

3. If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.For each web page, the system will time out after one hour of

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inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.

After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.

Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page.

If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. **"Please see resume"** is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

1. Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

I've included this information on my resume

Answer:

(b) (6)

Work Experience:

Department of Defense

7437 6th Street Bldg. 430

Hill AFB, UT

Human Resources Specialist (Employee Management Relations)

01/02/2022 - Present

Human Resources Management

Series, Pay Plan/Grade: NH-0201-02 (Broadband covers up to GS-11)

Duties, Accomplishments and Related Skills:

Assist and/or conduct Human Resources management studies, analyses, and projects related to a specialized field of Human Resources across the installation. Perform record keeping and maintain files. Monitor and report status and progress of work, checking to ensure instructions and deadlines have been met. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions across the installation. Independently conduct training briefings for the Supervisor Development Course (SDC), reviewed training slides and documentation and make appropriate changes to training materials before SDC course. I'm the point of contact to process (POC), sign and approve personnel actions, including all separations and cancellation/correction actions, across the installation. I'm the point of contact for all HR system access and system issue resolution for personnel and resource management positions for the Air Force. Coordinate and troubleshoot with AFPOA on any system access issues. Process Civilian Awards, Retirement Certificates, Presidential Retirement Letters and Out-processing procedures for the installation. Provide employee relations assistance to management from different organizations with varying missions; the issues vary in nature and range from simple resolution to complex settlement agreements across the installation. Independently serve as main point of contact at Hill Air Force Base for hierarchy maintenance and changes in the DCPDS system. Serve as Hill Air Force Base Program Manager/Super User for the DoD Performance Management Appraisal Program (DPMAP). Advise management of supervisory and employee responsibility and resolve system conflicts and issues as they arise across the installation. Provide a full range of technical advice, assistance, related services to management officials/employees within the assigned organizations on Human Resources management functions such as labor/employee relations, employment activity, human resources development, performance management, employee benefits, human resources information systems and/or occupational analysis. Consult with and advise management officials regarding personnel management problems and suggest alternative solutions to meet management's needs across the installation. Safety POC for EMR team, performing safety checks and briefings as needed.

Supervisor: (b) (6)

DCMA Northrop Grumman Utah

PO Box 524 m/s Z-10
Brigham City, UT 84302

04/13/2019 - 01/01/2022

Quality Assurance Specialist

Series, Pay Plan/Grade: GS-1910-9/3

Duties, Accomplishments and Related Skills:

Current position details require me to develop and maintain a Risk Profile Plan (RPP), contractor's performance objectives are maintained utilizing this risk based surveillance plan. My duties include performing Risk Assessments using the Risk Statement Generator IAW DCMA and CMO Policy, I reference the official contract and Letter of Delegation (LOD) for guidance during the developmental stages of the RPP. My responsibilities include updating surveillance plans accordingly e.g. detecting trends in nonconformance, and to make adjustments in the surveillance plan as needed. It is my duty to mitigate potential risks associated with any process. I am well adept in referencing government mandated policies, manuals, and FAR clause requirements to ensure the appropriate level of surveillance is maintained. I have extensive knowledge of program contract specifications, policies, and procedures. Well versed in the preparation and presentation of comprehensive technical reports and using analyzed trends in data to mitigate potential process deviations. I examine contracts and technical data to ensure specification requirements are met. I conduct risk assessments, data analyses, and trend deviations, when those details are systemic I use the results as a tool for adjusting my surveillance strategy. Additionally my responsibilities include communicating program details both to leadership and to the contractor as well. I attend weekly customer coordination, staff, and product support team meetings to communicate program specifics. I express my potential concerns and convey success stories with members of management, contracting personnel, and customers as well. Knowledge of security, safety, personnel management, EEO regulations, technical procedures and common practices. I have participated in Technical Program Reviews (TPR), and have gained knowledge of how to present contract details e.g. trending nonconformance, reporting current status, budget, manpower, constraints, successes, risks, and program directions.

Supervisor: (b) (6)

IRS (Department of Treasury)

PO Box 9774 m/s 1508
Ogden, UT 84409 United States

08/2015 - 04/12/2019

Human Resources Assistant - Personnel**Duties, Accomplishments and Related Skills:**

Answer customer's questions regarding their benefit issues and debts on Federal Employee Health Benefits and Federal Employees Group Life Insurance. Research, Review employee accounts to answer their questions using the following payroll systems: National Finance Center (NFC), IRIS, SPPS, EPIC, Employee Personnel Page (EPP), ABCO, Remedy/SNOW, HRConnect, TAPS/SETR and Access Databases to determine the accuracy of record. Assign, review and research customer service tickets to identify the problem prior to taking any action or completing the ticket, with the use of a variety of automated databases i.e. Insurance and Knowledge Incident/Problem Service Asset Management (KISAM), adhering to office answering cycle timeframes. Ensure availability and take calls during my tour of duty

to assist customers with any payroll questions they may have. Attend all training and team meetings to get the experience and skills needed to do my job. Research, track, input and maintain reports of non-pay time and input reinstatement or termination of benefits. Research, review and create any bill cancellations or establishments of bills through the National Finance Center (NFC) computer system. Research, Review, Process and Completion of personnel and payroll actions such as (address change, benefit changes, name change, waivers, cancellation, bills, refunds, enrollment actions, time and attendance issues) through computer systems on transfer employees, new hires, re-employed annuitants or internal employees. Monitor suspense inquiry (SINQ) errors and correct for processing along with process history correction of updates (HCUP's) in order to be timely on actions. Communicate with other Agencies to collect 75 information in order to give employee credit for their life and health benefits with our Agency as a true transfer employee. Follow disclosure procedures when dealing with customers via email, office communicator, skype or our CISCO phone system to ensure maintaining confidentiality regarding sensitive or private issues. Make determinations as to the eligibility to enroll, change or cancel life and health insurance for new hires, transfer employees, veterans, re-employed annuitants or current internal IRS employees. Prepare and release correspondence for use by other federal, state and local agencies. I'm a back-up lead and subject matter expert for my co-workers, Specialists and Management. While I'm doing these duties I handle complex health/life insurance cases, reports, update course materials, identify process improvements and write proposals for potential process improvements. I use quality review results, desk procedures, manuals and data reports to help improve my work processes. I do in-depth research to complete all of my work to meet OPM regulations, Agency rules, tax laws and regulations.

Supervisor: [REDACTED]

IRS (Department of Treasury)

1160 West 1200 South
Ogden, UT 84404 United States

03/2010 - 08/2015

Duties, Accomplishments and Related Skills:

As an Accounting Technician I was assigned programs in which I'd review accounting data and documents for accuracy, out of balance conditions, and identify and resolve a wide range of discrepancies. Conduct extensive research and identify all error conditions before taking corrective action. I'd maintain balances and reconcile accounts; prepare final balances or spreadsheets to reflect the status. Run balance reports on a variety of different programs which involved the PCD (program completion date) and tax classing for both Ogden and Philadelphia daily through the Control D computer program.

As a Management and Program Assistant I maintained manual and automated filing systems of the employees in our department. These files included timecards, FMLA paperwork, grievances, meeting minutes, trainings. Prepared requisitions and training requests for management. I scheduled meetings and conferences for the managers and department managers utilizing TRIMS. I utilized TRIMS to reserve conference rooms for all meetings, conferences, and training needed within Exam. I always confirm if there are specific accommodations needed and the number of attendees before reserving conference rooms. I always send calendar appointments to the requester and their manager once the rooms are reserved. I prepare a variety of correspondence and reports utilizing automation software available to me. I prepared, established and maintained the general administrative and confidential files of all sensitive material for the manager relative to employees' files and personnel actions and labor management relations issues and grievance files through a

spreadsheet to easily retrieve the information. I established interrelationships with other functions regarding workflow, work redundancy, or systemic problems and reports findings to higher level managers for review. I organized travel arrangements for management utilizing Gov-Trip. I ordered all supplies through WEBRTS verifying that all items were FMSS approved. I closely monitor supplies for the department/operation and am proactive in ordering all supplies and internal forms that are needed. I always have the most common supplies on hand to ensure employees have what they need to do their jobs. I utilized HR Connect to input Personal Action Requests (PARS) for employees going on or returning from details or temporary promotions, moving teams or operations. I utilized SETR to input and verify 3081's. I also input Time and Attendance (T&A) adjustments to correct employee's time. I created internal memos for employees needing to use Family Medical Leave Act requests (FMLA), Advanced Sick Leave, Leave With-out Pay (LWOP). I attended and took meeting notes for all meetings the Department/Operation/Team Managers attend daily. I compose and email all meeting notes to those that were in attendance. I opened and distributed all incoming and outgoing mail on a daily basis. I take phone calls, greet guests, write reports, update records that come in from employees, managers, department managers and assisted them with what is needed. I worked with both non-bargaining and bargaining employees and made sure to utilize the NTEU contract. Arranged with security to clear outside visitors, customers at other locations to gain access in the building. I composed department and operation emails for management. I maintained a leave database which I track daily leave, use or lose leave, sick and FMLA hours to make sure the employees have hours needed or not.

As a Human Resources Assistant I answered customers' questions regarding some of the following payroll issues: Name changes, payroll debt letters, settlements, employee personal page, employment verification, within grade increases, address changes, union dues, SCD/EOD/Leave category changes, award inquiries, earning & leave statements (QSI), direct deposit, missing paychecks, salary allotments, realignments, unemployment, tax withholding W2/W4/W5, and general salary problems. Addressed benefit issues relating to Thrift Savings Plan (TSP), FEHB, FEGLI, beneficiaries. Researched employee accounts to answer their questions using the following payroll systems: NFC, IRIS, ABCOing, SPPS, EPIC, EPP, ABCO, HRConnect and TAPS/SETR to determine the accuracy of record. Reviewed and researched customer service tickets to identify the problem prior to taking any action on completing the ticket, with the use of a variety of automated databases i.e. Insurance and KISAM, adhering to office answering cycle timeframes. Insured availability and took calls during scheduled tour of duty. Attended all trainings and team meetings to get the experience and skills needed. Selected for the debt management project; involving debt letters, creating a quicker turn around for employees to pay their debts off and helping the customer understand their options. Followed disclosure procedures when dealing with customers via email or phone calls to ensure maintaining confidentiality regarding sensitive or private issues.

As a Tax Examiner I performed analysis of all types of income, certain credits, deductions and other taxes and identify as either "under reported" or "over reported". Accessed IDRS using various command codes to view taxpayer's accounts regarding payments received and the status of the case and made adjustments. Wrote and sent IDRS letters. Entered data into the AUR system to adjust tax, penalty, interest and necessary credit adjustments, taking into consideration prior adjustments, math error corrections, and taxpayer errors not identified in original processing. Entered data into the AUR system to generate notices, issue revised notices and other letters and take appropriate actions to close cases. Identified payer agent information and followed procedures for resolving issues. Knowledge of IDRS and AUR systems allowed thorough researching of accounts for previous actions and make determination to resolve the case. Placed and received phone calls through

aspect phones. Gathered, researched and analyzed information to come to the proper conclusion of any given phone call. Verified all disclosure items, gathered all information from the taxpayer to ensure thorough research of the account, and advised the taxpayer of all outstanding issues. Using sound judgment and knowledge of IRS policies, guidelines, and business results to assist and educate the taxpayer about tax law issues, forms, deadlines, penalties and enforcement actions. Monitored for indications of tax fraud and abuse and took appropriate action. Served as an OJT to new hire trainees, providing review and technical assistance on systemic problems and inconsistencies in IRMs. Utilized systems or manuals to obtain the necessary information for the screening and correction of taxpayer cases; IRM, DRG, Document 6209, SERP, Job Aids and Tax Forms. Efficiently managed inventory and completed required actions in a timely manner. Participated in training on procedural updates. Also took on the duties as the backup lead during months assigned to me.

Supervisor: (b) (6)

KK Mechanical

1858 West 5150 South
Roy, UT 84067 United States

04/2000 - 01/2011

Project Manager

Duties, Accomplishments and Related Skills:

Requested all submittal data, operation and maintenance manuals, OSHA sheets, from subcontractors and suppliers, and ensured the material, chemicals and equipment met the project specifications, plans and schedules. Processed purchase orders, requests and maintained cost control of subcontractors and vendors. Reviewed shop drawings and coordinated accuracy with field management and in-house drafter. Completed requests for proposal (RFP), request for quote (RFQ), aid to pricing, proposal preparation, negotiations, administration, contract award, un-billed analysis and closeout. Developed projects in accounting systems to monitor expenses, material needed as well as excess. Completed bid proposals for new projects. Once reviewed, evaluated to make sure meeting the specifications and contract would award vendors, subcontractors, contractors and lock pricing into a excel spreadsheet the pipe, values, tools, chemicals, equipment, rentals, etc. for the job and monitored to make sure pricing was met. Drafted and distributed memos, charts and preliminary reports. Monitored and maintained budgets for the project, subcontractors and vendors to ensure completion within budget and prepared for engagement reviews and quality assurance. Attended site visits throughout the course of the project to perform quality control on the work we provided as well as completed all necessary walkthroughs, tests and inspections required to ensure that our work complied with the contract documents we were given for that job. Attended meetings, telephone conversations and daily progress tracking reports with each contract. Prepared job announcements, reviewed applications, conducted interviews and drafted up contracts for new hires along with discussed pay and/or salary, tracked and report team hours, travel and credit card expenses on a daily basis. Maintained weekly project progress, problems, solutions and prepared month-end project control reports, which included requesting, reviewing and approving of monthly invoices and submitting monthly billings. Researched and processed personnel and payroll actions. Communicated between the office and field personnel increasing awareness, process updates and safety training. Distributed bulletins, Architect's Supplemental Instructions (ASI's) and Request for Information (RFI's) including maintaining and updating specifications and drawings to reflect these changes along with collecting Operation and Maintenance Manuals on the equipment used for the project.

Liaison for the Vice President of the Company, in his absence, by addressing and resolving critical issues and maintaining solid relationships with general contractors, Architects, Engineers, Owners, subcontractors and suppliers. Use of a variety of computer programs which included word processing, database and spreadsheet software to complete my daily work. Computer skills include MS Office, Word, Excel, PowerPoint, Project, Access, Internet, Skype, AutoCAD and BIM (which are both software that deals with 3D drawings and designing of buildings). Trouble-shooting electronic devices to include computers, printers and mailing equipment.

Supervisor: (b) (6)

Education:

Defense Acquisition University Fort Belvoir, VA United States
Technical or Occupational Certificate 06/2019

Relevant Coursework, Licenses and Certifications:

DAWIA Production, Quality and Manufacturing Level I Certification, Jun 2019

ACQ 101 - Fundamentals of Systems Acquisition Management, May 2019

PQM 101 - Production, Quality and Manufacturing Fundamentals, May 2019

CLE 003 - Technical Reviews, May 2019

CLM 017 - Risk Management, May 2019

DAWIA Production, Quality and Manufacturing Level II, Level II Certification, April 2020

PQM 201A - Intermediate Production, Quality and Manufacturing Part A, June 2019

PQM 201B -Intermediate Production, Quality and Manufacturing Part B, Aug 2019

ACQ 202 - Intermediate Systems Acquisition Part A, June 2019

ACQ 203 - Intermediate Systems Acquisition Part B, Aug 2019

LOG 204 - Configuration Management, June 2019

OWATC (Ogden Weber Applied Technology Center) Ogden, UT United States
Technical or Occupational Certificate 07/1997

Major: Junior Designer - Architecture

Relevant Coursework, Licenses and Certifications:

Architecture, Communications, Math and Drafting/AutoCAD.

Fremont High School Plain City, UT United States
High School or equivalent 06/1997

Relevant Coursework, Licenses and Certifications:

Part of student government, Excelled in Math and Engineering Skills.

Weber State University Ogden, UT United States
Some College Coursework Completed

Credits Earned: 83.337 Semester hours

Relevant Coursework, Licenses and Certifications:

Completed Accounting 2010, TBE 1701 Word Processor, 1702 Windows/Database, 1703 Intro Spreadsheets, Architectural Estimating, Construction Surveying, Construction Contracts and Specifications, Construction Computer Applications, Construction Graphics, Building Codes, Residential and Commercial Construction, Business Law, Math 1080

Job Related Training:

Trident II (D5) Motor Manufacturing Training Course 8/16/19
CITC Training and Certified 6/2012

Affiliations:

PTA - Parent Volunteer
REOMentor/Protégé Program - Protégé
CITC - Trainer-Certified

Additional Information:

"DCMA Quality Assurance Skillset Training"
CMQ 100 - Quality Assurance Basics, May 2019
CMQ 140 - Drawing Interpretation/GD&T Fundamentals, May 2019
CMQ 210 - Calibration Systems, July 2019
CMQ 142 - Basic Measuring, May 2019
CMQ 131 - Data Collection and Analysis, May 2019
CMQ 230 - Quality Control Graphics & Charting, May 2019
CMQ 231 - Data Collection and Analysis, May 2020
CMQ 200 - Statistical Sampling, May 2019
CMQ 220 - Root Cause Analysis, May 2019
CMQ 242 - Measuring Techniques November 2019
CLE 008 - Six Sigma: Concepts and Processes November 2019

Special Qualifications and Skills:

Proficient in Nitro and Nexus PDF software, printing and copier skills, Microsoft Office applications which include Excel, Access, OneNote, PowerPoint, Word, Outlook, Teams & Skype for Business, (DAI) Defense Agencies, (DTS) Defense Travel System, (TMS) Talent Management System, (FEPAAS) Fourth Estate Personnel Accountability and Assessment System, (AMPS) Act Management and Provisioning System, (DATMS) Defense Acquisition Talent Management System, (DAU) Defense Acquisition University, myPers, (DCPDS) Defense Civilian Personnel System, Tracking Action Database (TAD), Command Civilian Data Tool (CCDT) PARIS, Air Force ePublishing, CMTS, (DCPS) Defense Civilian Pay System, (DPMAP) DoD Perf Management Appraisal Program, eOPF, E-Verify, Oracle, (BO) Business Objects Reports and Queries, (CSP) Comptroller Service Portal, (PDREP) Product Data Reporting & Evaluation system which is used to write CAR's, MYBitz&MyPay which both are systems to log into and use for HR purposes, Webex and Zoom program, PowerPoint and Internet Skills, CISCO phone system, AED/CPR certified, Autocad and BIM designing systems. Proficient knowledge in the following IRS software/programs: Novell, TAPS (Total Automated Personnel System), TIMIS, KISAM (Knowledge Incident/Problem Service Asset Management), TAPS/SETR (single entry time reporting), OPM directives and publications, EPP (Employee Personal Page), Control-D, STARS, AMS (Accounts Management Systems), EPIC (Entry, Processing, Inquiry and Correction System), IDRS, IDAP, ELMS, SERP (Service Wide Electronic Research Program), DRG, AUR (Automatic Under Reporter) System, EUP (Employee User Portal), Aspect & CISCO Phone Systems, Variety of IRM's and Pubs, Tax Forms, IRS databases, Job Aids, HR Connect, Family and Medical Leave Act, Career Connector, Employee Express, ERC (Employee Resource Center) and NFC (National Finance Center), Discovery Directory, TRIMS, Windows SharePoint, HR Reporting, QSI Database, ABCO (Administrative Billings & Collections), Guide to Personnel Processing, Code to Federal Regulations, Health and Life Insurance Database. Proficient working knowledge of inter related tax rules and procedures. Determine the direction of each case without supervision.

Excellent knowledge and understanding of processing documents through the pipeline, posting payments, filing returns, adjustments, collections, assessments and abatements. Extensive knowledge with disclosure, tax law, and tax regulations within the IRS to keep the taxpayers information safe. Excellent written, verbal, oral and customer service skills are in assisting the taxpayers with their inquiries as well as assisting managers and other IRS peers. Superior skills with effectively and professionally communication specialized information orally and in writing with internal and external customers including skills in dealing with individuals, including third party representatives who may be evasive, irate or unwilling to accept the position of the Internal Revenue Service. Can type 51 wpm, 10-key, e-mail, have persuasive communication, quick learner, sales and productivity skills, confidentiality, blue printing, trouble-shooting of computers and other electronic devices, switchboard, scheduling, budgeting and estimation skills, General Office skills, Detail Oriented, Project Management, Customer Service, Hard Worker. Complete all courses to further skills and continue knowledge with communication skills, managing skills and procedures. OJT coach, back-up lead, reviewer and provide technical assistance on systemic problems and inconsistencies in Manuals.

Awards:

Private Sector received seismic training, OSHA and safety awards

Federal Government received Performance Awards for 2014, 2015, 2017, 2018, 2019

Time off Award (Eagle Award) 3.2.20

Team of the Quarter Award 4.2020

Individual Time off Award (Performance Award) 6/13/2020, 6/28/2021

Individual Cash Award Rating (Performance Award) 6/12/2020, 6/28/2021

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Position Title: Project Manager

Name: (b) (6)
SSN: (b) (6)
MIDX: (b) (6)
Address1: (b) (6)
Address2:
City: (b) (6)
State: (b) (6)
Country: United States
Post Code: (b) (6)
Plus4:
Telephone 1: (b) (6)
Telephone 2:
Telephone 3:
Email: (b) (6)
United States (b) (6) ☐
Series Applied To: 1101AK
Veterans' Preference: (b) (6)
(b) (6)

(b) (6)

Applicant Level Assessments:

Eligibility Questions

1.Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

1. Yes

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2.Are you a current Federal employee?

Answers:

2. No

3.Are you a current Federal employee serving under a Veterans Readjustment Authority

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(VRA) appointment?

Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

3. Not applicable

5.If you selected "Other", please enter the agency and organization.

Answers:

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: N/A

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

10. Not applicable

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

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(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9.Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

10.Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

11.If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit
a copy of a SF-50 prior to selection
as proof of your reinstatement eligibility.)

12.If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

4. Not applicable

13.If you selected "Other", please enter the Pay Plan.

Answers:

14.If you are, or ever were, a Federal civilian employee, please indicate the highest

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grade level you held (Enter NA if Not Applicable):

Answers: NA

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: NA

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: NA

17.May we contact your current supervisor for a reference?

Answers:

3. Please contact me first

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

2. No

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

2. No

(Note: You will be asked to provide

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a copy of the exemption prior to
interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

2. No

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

2. No

If you answered **Yes** then answer the following questions.

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

Assessment Questions

What locations do you wish to apply to?

Lakewood, CO, US

Salt Lake City, UT, US

What Grades do you wish to apply to?

12

Grade: 12

1.Do you have one year of specialized experience equivalent to the GS-11 level in the

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Federal service, as defined above?

Answer (0.00 points):

1. Yes

2.I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (16.66 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3.Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4.I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (16.66 points):

4. Large space renovations (50,001 -100,000 sq. ft.).

5.Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (13.33 points):

6. I am highly skilled at providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new

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construction for large office buildings. I have performed this task routinely and have conducted training in this area.

6. Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (13.33 points):

6. I am highly skilled at preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals. I have performed this task routinely and have conducted training in this area.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (15.00 points):

5. I have experience on projects in excess of 100,000 square feet.

9. Formulates or develops the scope of work and provides estimates.

Answer (12.00 points):

4. I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (10.00 points):

2. I have experience independently communicating effectively, orally and in writing, exercising tact and diplomacy. My work was accepted with limited review.

11. Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12. Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

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1. Yes

13. Which of the following describes your experience leading and communicating with a project team?

Answer (6.75 points):

1. I have lead teams in developing major projects.
2. I have provided feedback to team members, peers and others.
4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
6. I have communicated with team to ensure they knew when issues/problems must be escalated.
7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.
10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.

14. I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (7.50 points):

4. I am highly skilled in utilizing qualitative and quantitative methods to assess and improve program effectiveness and complex management processes, projects, and systems under category management.

15. Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2. Are you a current General Services Administration associate?

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Answer (0.00 points):

2. No

If you answered **No** then answer the following questions.

3.If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4.I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.

- Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.
- For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.
- After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.
- Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this

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page.If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

1.Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

The company I am employed with won a bid on a Contract at the PPG Plant in Inwood, WV. The proposal was contingent on us having a footprint within 160 days to service the Plant. I was tasked with managing the following responsibilities:

- locating a property
- negotiating the terms of the lease
- Coordination of the needs of the office and shops with the Regional Operations Director and Shop manager
- Gather quotes to remediate the space to meet the needs of the organization
- Purchase furniture
- Coordinate with IT to have circuits installed with the local cable provider
- Secure the site with Cameras and fencing.

I traveled to meet with the Regional operations director, the Regional shop manager, and three real estate managers in the Inwood, WV, area and viewed a few properties from each realtor. I prepared an evaluation report on each property and submitted them to senior leadership. Once a property was selected, I scheduled meetings with select vendors to build a construction budget for the new facility. Once the budget was decided on, installation commenced. During the installation process, the customer informed us that a glycol heating system was required to heat a specific product they were using at the Plant, which required slowly bringing the product to temp. I sourced a company that designed these systems and connected them with our commodities department for different products temperatures to determine the range of the machine we needed. The system required 3-phase power, and the shop we had just acquired only had single-phase power. I gathered a quote from the power company, the electrician, and the Glycol system vendor and submitted the change order to upper management for approval. Once the change order was approved, I proceeded with the build to include new 3-phase

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power for the new heating system. I oversaw the facility's entire installation process and build and had it complete in 120 days and still was under budget even with the additional changes.

Answer:

(b) (6)

FACILITIES PROJECT MANAGER

(b) (6)

SUMMARY

Experienced facilities project manager with superior analytical and problem-solving skills to ensure that all buildings meet relevant federal, state, and local building codes

EXPERIENCE

Sep. 2017 - Present

Facilities Project Manager - Quality Carriers

- Manage and implement projects for existing facilities and newly acquired sites (36 sites currently) in over 14 states. Project planning is not limited to budgeting, site selection, vendor selection & management, and design within regulatory requirements.
- Define and communicate the scope of work, requirements, and deliverables for major construction or renovation projects (including capital expenditures projects) to senior leadership. Monitor all projects through completion and ensure it is completed on time and within or below budget.
- Forecasting future site repairs and expenses.
- Collaborate with Legal and Purchasing departments to negotiate regional and national contracts.
- Ensure all key projects and land development are properly permitted through county and state entities.
- Advise site management regarding current and future facilities projects/maintenance.

May 2015 - Jun. 2017

Primetime Service Coordinator (Team Lead) - Maintenx

- Processing work orders and establishing the right technician or sub-contractor to provide service
- Ensuring that all work orders are accepted and addressed promptly

EDUCATION

New York City College of Technology

Brooklyn, NY

B.S., Mechanical Engineering
(72 Credits Completed)

Humanities School

New York, NY

General Education Degree

KEY SKILLS

- PROJECT MANAGEMENT
- COMMUNICATION
- PROBLEM-SOLVING
- VENDOR MANAGEMENT
- RISK MANAGEMENT
- DETAIL ORIENTED

CERTIFICATIONS

- FALL PROTECTION CERTIFICATION
- 10 HR. - OSHA SAFETY CERTIFICATION
- FORK-LIFT CERTIFICATION
- AERIAL LIFT PLATFORM CERTIFICATION

TECHNOLOGY

-
- ☐ Updating all customers according to their processes and systems
 - ☐ Updating the Maintenx system to ensure all actions within the work order are documented
 - ☐ Ensuring that all work orders are completed within budget and promptly, including negotiating with the client any additional If the job cannot be completed with the amount given, contact the customer to get the amount raised.

Nov. 2011 - Jul. 2014

Facilities Supervisor * ICM Partners

- ☐ Provide overall Facility Management leadership and resource allocation to the office of 100+ employees
- ☐ Supervise, delegate and schedule all work management of the facilities and mail services teams. Address safety and maintenance issues under the scope of property lease and OSHA regulations
- ☐ Oversee the operations of the NY facility, including general maintenance, janitorial maintenance service, improvement projects, and mail services, to ensure a high level of employee satisfaction
- ☐ Interact with external contractors to discuss maintenance, renovation, and construction plans to arrange for repairs or to obtain pricing information
- ☐ Participating in the development and implementation of policies and procedures for building maintenance and developing preventative maintenance schedules

Nov. 2006 - Jan. 2009

Grip/Electric Repair Technician * Hand Held

- ☐ Repaired and maintained equipment such as generator, lights, stands, grips, and dollies for each film set
- ☐ Fashioned and restored cables for video and light equipment
- ☐ Ordered parts and supplies from manufacturers for organization and clients

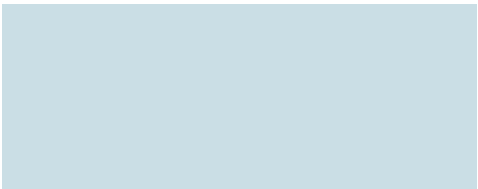
Nov. 2001 - Jan. 2005

Active Duty Soldier – Bradley Fighting Vehicle Maintainer
United States Army

- COUPA
- GOOGLE SUITE
- MICROSOFT SUITE
- PRO-LEASE
- FLOOR PLANNER

REFERENCES

[Available upon request.]



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Position Title: Project Manager

Name: (b) (6)
SSN: (b) (6)
MIDX: (b) (6)
Address1: (b) (6)
Address2:
City: (b) (6)
State: (b) (6)
Country: United States
Post Code: (b) (6)
Plus4:
Telephone 1: (b) (6)
Telephone 2: (b) (6)
Telephone 3:
Email: (b) (6)
United States (b) (6) ■
Series Applied To: (b) (6)
Veterans' Preference: NV
Military Service Dates (Start of Service - End of Service):

Applicant Level Assessments:

Eligibility Questions

1. Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

2. No

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2. Are you a current Federal employee?

Answers:

1. Yes

3. Are you a current Federal employee serving under a Veterans Readjustment Authority (VRA) appointment?

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Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

2. Other

5.If you selected "Other", please enter the agency and organization.

Answers: Bureau of Land Management

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: Cheyenne, Wyoming

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

1. Permanent-Career, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

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(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9. Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

10. Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

11. If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

2. No

(Note: You will be asked to submit a copy of a SF-50 prior to selection as proof of your reinstatement eligibility.)

12. If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

1. GS

13. If you selected "Other", please enter the Pay Plan.

Answers:

14. If you are, or ever were, a Federal civilian employee, please indicate the highest grade level you held (Enter NA if Not Applicable):

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Answers: 12

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: Present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 12

17.May we contact your current supervisor for a reference?

Answers:

1. Yes

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

3. Not Applicable

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

(Note: You will be asked to provide a copy of the exemption prior to

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interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

2. No

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

2. No

If you answered **Yes** then answer the following questions.

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

Assessment Questions

What locations do you wish to apply to?

Lakewood, CO, US

What Grades do you wish to apply to?

12

Grade: 12

1.Do you have one year of specialized experience equivalent to the GS-11 level in the
Federal service, as defined above?

Answer (0.00 points):

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1. Yes

2. I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (14.81 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3. Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4. I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (6.67 points):

1. Small space renovations (5,000 sq. ft. or less).

5. Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (4.44 points):

2. I have had education or training in this task, but have not yet performed it on the job.

6. Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

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Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (4.44 points):

3. I have completed formal education or training in performing this task but have not yet performed it on the job.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (15.00 points):

5. I have experience on projects in excess of 100,000 square feet.

9. Formulates or develops the scope of work and provides estimates.

Answer (15.00 points):

5. Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (6.67 points):

1. I have experience communicating effectively, orally and in writing, exercising tact and diplomacy. My work was reviewed for accuracy and completeness by a team leader/supervisor.

11. Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12. Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

1. Yes

13. Which of the following describes your experience leading and communicating with a project team?

Answer (7.50 points):

1. I have lead teams in developing major projects.

2. I have provided feedback to team members, peers and others.

3. I have demonstrated experience influencing others and negotiating through open

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communication, consideration of others ideas and flexibility.

4. I have taken an expressed interest in the success of team members, peers, partners, and organization.

5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.

6. I have communicated with team to ensure they knew when issues/problems must be escalated.

7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.

8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.

9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.

10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.

14.I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (7.50 points):

4. I am highly skilled in utilizing qualitative and quantitative methods to assess and improve program effectiveness and complex management processes, projects, and systems under category management.

15.Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1.Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2.Are you a current General Services Administration associate?

Answer (0.00 points):

2. No

If you answered **No** then answer the following questions.

3.If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

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Answer (0.00 points):

1. Forest Service
2. Bureau of Land Management

4. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.

- Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.
- For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.
- After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.
- Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page.
- If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

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In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

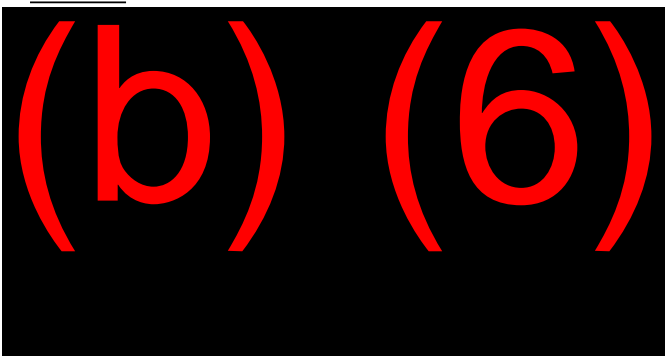
1. Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

The largest project I managed was the Chokecherry and Sierra Madre Wind Energy Project. The CCSM Wind Energy Project is a two phase development which proposes to build 1,000 wind turbines on 219,707 acres in Carbon County, Wyoming. Early coordination has resulted in numerous mutually-agreed upon wildlife monitoring practices that will improve the siting of wind turbines. Additionally, the project proponent has significantly modified its proposed action to take into account issues raised by the public with regards to potential conflicts with other resource uses in the area. Once completed, the project will have the capacity to generate up to 3,000 megawatts of clean, renewable power -- enough to run nearly 1 million homes.

I was responsible for all aspects of Project Management including compliance with all regulations and policies. I insured compliance with the Site-specific Plans of Development. Worked with environmental, construction contractors and the project proponent to insure construction was built as specified and if that was not possible for technical reasons would review the projects variance requests .

Resume



Availability: Job Type: Permanent
Temporary
Term

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Detail

Telework

Work Schedule: Full-time

Work Experience: Bureau of Land Management

10/2018 - Present

5353 Yellowstone Road

Salary: \$95,572.00 USD Per Year

Cheyenne, WY 82009 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Project Manager (Energy)

Specialized Experience at the GS-12 level • Project Manager Certification received in 2021 from Duke University BLM training program. • Experience managing multiple administrations high priority energy development projects, Major Infrastructure Projects and FAST-41 Projects. • Provides professional expertise on compliance with laws, regulations, policies, and case law, (including NEPA, Federal Advisory Committee Act (FACA), National Historic Preservation Act (NHPA), and Endangered Species Act (ESA)). Duties and Accomplishments • Principal Project Manager for multiple EIS and large-scale Right-of-Way Projects including Resource Management Plan Amendments, Wind Energy Development Projects, and Multi-state transmission Lines. • Manages, develops, and predicts cost for large cost recovery accounts, ensuring effective and efficient utilization of personnel, equipment, and resources. • Accomplished at directing Inter-disciplinary Teams (IDTs), project planning, meeting schedule milestones, document quality control, budget estimates and control, and contractor oversight for major projects from the pre-application stage through construction monitoring. • Effectively directs, guides, and coordinates with Archeologists, air resource specialists, hydrologists, geologists, natural resource specialist, rangeland management specialists, recreation specialist, socio economists, paleontologists, wildlife biologists, and other resources specialists to ensure all effected resources are included. • Manages, reviews, and develops National Environmental Policy Act (NEPA) documents including Environmental Impact Statements (EISs) on Resource Management Plans (RMPs) Amendments and Major Infrastructure Projects ensuring compliance with laws, regulations, and policies. • Manages, reviews, and develops project documents, including project schedules, Memoranda of Understanding (MOU), Project Charters, scopes-of-work, communication plans, briefing papers, press releases, Right-of-Way Grants (ROW), Notice to Proceeds (NTPs), Plans of Developments (PODs), and project budgets. • Develops compensatory Mitigation Plans in collaboration with committees to mitigate effects from large scale energy development projects for Greater Sage-Grouse

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habitat, Migratory Birds habitat, and Lands with Wilderness Character. • Tracks project budgets and cost recovery accounts. Assures that charges and coding to the project are appropriate and within accounting guidelines. Works with applicants and proponents to identify costs and arranges for deposits and reports. • Reviews and oversees post-application construction plans, third-party monitoring, reclamation, and compliance with terms and conditions of ROW grants. • Coordinates responses to data calls between the Field Offices and State Office. Communication and Collaboration Skills and Experience • Develops informational materials for briefings to, BLM, DOI, OMB other federal representatives and interest groups. • Communicates, partners, and collaborates with cooperating agencies on broad resource management issues. • Facilitates, manages, and plans Cooperating Agency meetings, public meetings and Review Team briefings in person and using virtual meeting technology. • Developed excellent working relationships with project proponents that resulted in creative solutions in project design to minimized impacts to resources. • Assesses the needs and develops opportunities for team members to gain new skills and supports team members to learn new approaches on projects. • Fosters diversity in how individuals best work, allowing for differences in work styles and approaches, using shared values and goals to achieve organizational goals and objectives. • Provides a conduit of information between the State Office Management Team, other state Resource Advisors, District Office and Field Offices and associated staff. Related Skills • Expert in the use of ePlanning, EGIS ArcMap, Teams, Zoom, Excel, MS Project, MS Word regular providing instruction to cowers on their use. • Expert in project management regularly providing guidance to BLM staff, the BLM Management Team and external professionals • Subject matter expert on all NEPA related policies to Field Office Staff, and collaborate with Wyoming State Office P&ECs, District Resource Advisors and Management Team. • Professional expertise on the implementation of the Code of Federal Regulations (CFR), Policies and Guidance related to NEPA, Renewable Energy, and Resources programs.

Bureau of Land Management

04/2012 - 09/2018

1300 N. 3rd Street

Salary: \$88,050.00 USD Per Year

PO BOX 1407

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 12

Supervisor: (b) (6))

Okay to contact this Supervisor: Yes

Rawlins, WY 82301 US

Renewable Energy Coordination Offices (RECO) Project Manager

• Principal Project Manager on major infrastructure projects; • Leadership of IDTs through collaboration with staff to plan and schedule work through development of

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project priorities and schedules; • Coordinated with external project proponents on the development of adequate Plans of Development and data needs for successful NEPA documents; • Managed EISs, Environmental Assessments (EAs), and Reclamation Plans Working with IDTs comprised of resource specialist including, but not limited to, Archeologists, hydrologists, geologists, natural resource specialists, rangeland management specialists, and wildlife biologists; • Oversaw first and third-party contractors on the development of NEPA documents and project construction compliance. • Managed multiple cost recovery account budgets that exceeded one million dollars; tracked and verified expenditures including, the time billed by over twenty employees, travel costs, and equipment purchases. • Developed collaborative solutions to minimize and reduce the effects the of energy development projects on natural and cultural resources while minimizing litigation risk. • Facilitated cooperator meetings, public meetings, and congressional staff briefings. • Provided guidance on renewable energy policy and provided recommendations to other Project Managers, BLM managers, Washington Office Leads and project proponents.

Bureau of Land Management

05/2018 - 08/2018

6640 Lockheed Drive

Salary: \$85,000.00 USD Per Year

Redding, CA 96002 US

Hours per week: 40

Series: 0301

Pay Plan: GS

Grade: 12

This a time-limited appointment or temporary promotion

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Supervisory Resources Management Specialist

• Supervised the resources staff that included Wildlife Biologist, Planning and Environmental Coordinator, Forestry and Rangeland Resources/Vegetation Ecologists. • Coordinate with the Field Manager on project status and recommended approaches to workload management. • Act in the Field Office Manager Position. • Coordinate with the management team on budget, funding needs and workload measures tied to targets and accomplishments. • Support resources staff during a major fire incident declared as a natural disaster, identifying future staffing and budget needs of the Field Office. • Collaborate with GIS specialists on data needs and analysis for resources development projects. • Check in with staff regularly and brainstorm creative solutions for productivity while emphasizing personal safety and emotional health during the fire incident.

Bureau of Land Management

01/2015 - 05/2015

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Position Title: Project Manager

1300 N. 3rd Street

Salary: \$74,873.00 USD Per Year

Rawlins, WY 82301 US

Hours per week: 40

Series: 1170

Pay Plan: GS

Grade: 12

This a time-limited appointment or temporary promotion

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Supervisory Realty Specialist

- Supervise the staff's implementation of BLM policies, including NEPA and Federal Lands Policy Management Act (FLPMA).
- Direct the permitting multiple Right-of-Way projects related to oil and gas, renewable energy development, and other lands actions.
- Developed workload priorities and worked with the other managers on staff assignments.
- Coordinate with local management, Wyoming State Office, and Washington Office, in a response to a congressional inquiry.
- Received an award based on bringing refreshing new ideas, training the staff in vegetation identification and how to conduct monitoring, as well as my performance as a supervisor in handling situations as they came up.
- The duties of supervision were concurrent with my permanent responsibilities as a Project Manager.

United States Forest Service

02/2011 - 04/2012

5556 S. HWY 130

Salary: \$60,097.00 USD Per Year

PO Box 249

Hours per week: 40

Series: 0401

Pay Plan: GS

Grade: 09

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Saratoga, WY 82331 US

Supervisory Environmental Coordinator

- Manage project records for the NEPA projects for the District.
- Coordinate with staff on resource issues and timelines on NEPA documents.
- Ensure conformance with environmental laws and policies.
- Develop guidance on standardize content in specialist reports.

Bureau of Land Management

07/2008 - 02/2011

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Position Title: Project Manager

1300 N. Third Street

Salary: \$59,321.00 USD Per Year

PO Box 2407

Hours per week: 40

Series: 0454

Pay Plan: GS

Grade: 11

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Rawlins, WY 82301 US

Rangeland Management Specialist

- Manage approximately 100 grazing allotments, new range improvement projects, and wildlife habitat improvement projects.
- Provide professional expertise on reclamation success criteria for Atlantic Rim Natural Gas Development Project.
- Lead on Watershed Assessment Report for Rangeland Health Standards Evaluation

Bureau of Land Management

04/2000 - 07/2008

1300 N. Third Street

Salary: \$56,000.00 USD Per Year

PO Box 2407

Hours per week: 40

Series: 0454

Pay Plan: GS

Grade: 09

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Rawlins, WY 82301 US

Rangeland Management Specialist

- Team member on many project IDTs for a variety of types of projects including rangeland improvement, ROWs and oil and gas projects.
- Compose multiple sections of the Rawlins RMP Revision for multiple resources.
- IDT member on watershed assessments working with the team on field assessments, and reports.

State of California, California Dept. of Fish and Game

08/1999 - 04/2000

1701 Nimbus Road

Salary: \$9.50 USD Per Hour

Rancho Cordova, CA 95670 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

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Scientific Aid

- Provide information to hunters on state regulations.
- Collect wildlife and vegetation species location data to produce species distribution maps.
- Use of ArcMap software to produce maps.
- Design publications, brochures and maps.
- Implement wildlife habitat improvement projects.

United States Forest Service

06/1999 - 08/1999

57003 Road 225

Salary: \$0.00 USD Per Year

North Fork, CA 93643 US

Hours per week: 40

Series: 3502

Pay Plan: WG

Grade: 03

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Wilderness Trail Crew Leader/Horse Packer

- Supervise a wilderness trail crew and packed in supplies on horses and mules.
- Maintain trails through the wilderness area.
- Provide information to recreationalists on wilderness regulations, stock safety, local ecology, and trail ethics.

South Dakota State University

05/1998 - 08/1998

PO Box 2170

Salary: \$6.50 USD Per Hour

Brookings, SD 57007 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Research Assistant

- Work with the crew in all operations of the ranch and research data collection.
- Monitor vegetation utilization, species composition, biomass production, and plant growth rates in the several pastures under different grazing rotational systems for multiple research studies.
- Collect monitoring data on prairie plant species.

Turtle Bay's McConnell Arboretum and Botanical Gardens

06/1996 - 08/1997

PO Box 990185

Salary: \$7.00 USD Per Hour

Redding, CA 96099 US

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Position Title: Project Manager

Hours per week: 40

Supervisor: Sharon Hardtung (530-243-5513)

Okay to contact this Supervisor: Yes

Student Intern/Crew Supervisor

- Supervise a crew of at-risk teenagers
- Implement projects to restore habitat
- Explain projects clearly and concisely to crews that ranged in age from 15 to 17 years old.
- Present projects objectives, species identification, and methods required for completing projects.

National Park Service

06/1993 - 08/1994

PO Box 188

Salary: \$4.75 USD Per Hour

Whiskeytown, CA 96095 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Crew Member/Crew Supervisor YCC

- Manage a crew on construction projects.
- Work on habitat restoration projects.

Education: Humboldt State University

Arcata, CA US

Bachelor's degree - 08/1999

159 Semester Hours

Major: Rangeland Resource Science

GPA: 2.42

Shasta College

Redding , CA US

Some college (no degree) - 12/1995

67 Semester Hours

Major: Transferred to University

GPA: 2.6

Job Related Training: Project Management Certification - Duke University 2021 Emerging Leaders Class of 2018 Supervisory Skills Workshop (2018) Issue-based NEPA Analysis Workshop (2018) Managing Major Rights-of-Way Projects (2017) Leadership and Management for Non-Managers and Aspiring Supervisors (2016) Assessment, Inventory, and Monitoring (AIM) (monitoring methods for grassland, shrubland, and savanna ecosystems) Train-the-Trainer (2016) The University of Wyoming Collaboration Program in Natural

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Resources(CPNR) (2015-2016); CPNR training included hands-on training in negotiation, facilitation, mediation and other skills for natural resource decision making over six secessions. I created an individually tailored project that applied real-world collaborative problem solving skills. The goal of the training is to provide the skills to ensure that natural resource management decisions are more inclusive, consider more community and stakeholder needs, and will be more robust and longer-lasting than they could ever be without collaboration. Bureau of Land Management AIM Project Leads Workshop (2015) Wyoming Basin Rapid Ecoregional Assessment and Tools Training (2015) Facilitation Basics: getting Results with Groups and Essentials for Public Participation (2015) ePlanning Basics (2014) Conflict Resolutions and Confrontation Management Skills Training (2013) Critical Infrastructure Key Resources Awareness Training (by Wyoming Homeland Security) (2013) Infrastructure Federal Wind Training (2012)

References: (b) (6)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(b) (6)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(b) (6)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Additional Information: Awards: Performance Award, Dec 2021 Star Award, Aug 2021 Individual Cash Award, Performance, Nov 2020 Individual Cash Award, Performance, Nov 2019 Individual Cash Award, Performance, Nov 2018 Performance Award, Quality Step Increase, November 2017 Individual Cash Award for my work on the Chokecherry and Sierra Madre Wind Energy Project in January, 2017 Performance Award for receiving an Exceptional Performance Rating in 2016 Performance Award for receiving an Exceptional Performance Rating in 2015 Star Award 2015 for my performance detailed into the Supervisory Realty Specialist. Performance Award for receiving a Superior Performance

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Rating in 2014. Performance Award for receiving a Superior Performance Rating in 2013. Star Award for contributions to the Chokecherry-Sierra Madre Wind Farm project EIS and associated VRM amendment EIS: Your dedication is appreciated in 2012. Performance Award for receiving a Superior Performance Rating in 2012. Star Award for professionalism and expertise demonstrated as a team member for the wildhorse gathers on the High Desert District of the BLM in 2011. Star Award for assisting with the development of the reclamation database used by both BLM and industry to track reclamation success in 2010.

Answer:

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Name: (b) (6)

SSN: (b) (6)

(b) (6)

Address1: (b) (6)

Address2:

City: (b) (6)

State: (b) (6)

Country: United States

Post Code: (b) (6)

Plus4: (b) (6)

Telephone 1: (b) (6)

(b) (6)

Telephone 3:

Email: (b) (6)

United States (b) (6)

Series Applied To: (b) (6)

Veterans' Preference: CPS

Military Service Dates (Start of Service - End of Service):

(b) (6)

Applicant Level Assessments:

Eligibility Questions

1.Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

(b) (6)

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2.Are you a current Federal employee?

Answers:

1. Yes

3.Are you a current Federal employee serving under a Veterans Readjustment Authority

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(VRA) appointment?

Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

2. Other

5.If you selected "Other", please enter the agency and organization.

Answers: Department of the Air Force

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: Hill AFB, UT

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

1. Permanent-Career, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

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(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9.Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

10.Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

11.If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit
a copy of a SF-50 prior to selection
as proof of your reinstatement eligibility.)

12.If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

1. GS

13.If you selected "Other", please enter the Pay Plan.

Answers:

14.If you are, or ever were, a Federal civilian employee, please indicate the highest

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grade level you held (Enter NA if Not Applicable):

Answers: 12

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: 03/2021 present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 12

17.May we contact your current supervisor for a reference?

Answers:

3. Please contact me first

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

1. Yes

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

(Note: You will be asked to provide

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a copy of the exemption prior to
interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

2. No

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

1. Yes

If you answered **Yes** then answer the following questions.

24.1.Please indicate below the special hiring authorities under which you are eligible
and wish to be considered for selection. You may select more than one response.

(Note: to be considered under a special hiring authority, you must indicate your
eligibility below. Consideration will only be given to persons who are verified as
being eligible under the authorities specified in the "Who May Apply" section of this
job announcement. To be deemed eligible, you must submit the required supporting
documents described in the "Required Documents" section of this announcement.) For
more information about special hiring authorities click here

Answers:

(b) (6)

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

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Assessment Questions

What locations do you wish to apply to?

Salt Lake City, UT, US

What Grades do you wish to apply to?

12

Grade: 12

1. Do you have one year of specialized experience equivalent to the GS-11 level in the Federal service, as defined above?

Answer (0.00 points):

1. Yes

2. I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (16.66 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3. Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4. I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling,

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mechanical and finishes):

Answer (13.33 points):

3. Medium space renovations (20,001 -- 50,000 sq. ft).

5. Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (6.67 points):

3. I have performed similar or directly related tasks and my experience or training has equipped me to perform these functions successfully

6. Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (11.11 points):

4. I have independently prepared detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (10.00 points):

3. I have experience on projects in excess of 25,000 square feet but not more than 60,000 square feet.

9. Formulates or develops the scope of work and provides estimates.

Answer (12.00 points):

4. I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (13.33 points):

3. I have served as a designated expert for communicating effectively, orally and in writing, exercising tact and diplomacy.

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11.Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12.Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

1. Yes

13.Which of the following describes your experience leading and communicating with a project team?

Answer (7.50 points):

1. I have lead teams in developing major projects.
2. I have provided feedback to team members, peers and others.
3. I have demonstrated experience influencing others and negotiating through open communication, consideration of others ideas and flexibility.
4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
6. I have communicated with team to ensure they knew when issues/problems must be escalated.
7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.
10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.

14.I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (5.62 points):

3. I have independently utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

15.Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

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1. Yes

All Grades

1.Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2.Are you a current General Services Administration associate?

Answer (0.00 points):

2. No

If you answered **No** then answer the following questions.

2.1.Do you have a current annual performance rating that is equal to pass or successful?

Answer (0.00 points):

2. No

2.2.Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answer (0.00 points): New employee 2021, Annual appraisal in progress.

3.If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4.I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

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All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.

- Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.
- For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.
- After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.
- Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page.
- If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. **"Please see resume"** is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

1. Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

My most significant work as project manager took place from 2012-2014. I was splitting time between the office and the job sites as we were short staffed. At the time my primary duties included estimating future projects costs, soliciting bids, awarding and generating contracts, developing scope of work for each trade, material procurement, budget formulation, structuring pay for sub contractors, acting as the POC to government officials and schedule generation. I was simultaneously in charge of a youth

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crisis center building for the city Casper, a new building for the Boys and Girls club, a new building for Tire distributors, and in pre construction phase for a new Toyota car dealership. I was acting as a superintendent for the youth crisis center project and a metal structure and office building for an oil drilling company. This was within the first year of moving into commercial construction after being a residential managing superintendent for the previous seven years. I embraced the opportunity to prove myself with a heavy workload. I have always enjoyed the problem solving and issues that arise on various projects. The issues always provide an opportunity to learn and communicate in order to find the best resolution. Each project was completed on-time and under budget. Following the completion of the Youth Crisis center building I was promoted to construction manager in the business.

Resume



Country of Citizenship: United States

Veterans' Preference: 10-point preference based on a compensable service connected disability of 30% or more (CPS)

Availability: Job Type: Permanent

Work Schedule: Full-time

Work Experience: Department of the Air Force

03/2021 - Present

Hill AFB

Harrisville, UT 84414 US

Hours per week: 40

Series: 2210

Pay Plan: GS

Grade: 12

INFOSEC

Conduct policy oversight and development for information security policies. Manage data loss protection for the Air base wing. Duties involve governance and oversight of access documents, Air Force guidance, implementation of agency policies and STIG validations and RMF efforts for system approval to operate packages. CYBER DEFENSE AND INFORMATION SECURITY EXPERTISE: Exercise and leverage thorough attention to detail while performing Information Technology (IT) work. Manage air base wing data loss protection program. Develop and review system risk management frameworks in accordance with International Organization for Standardization (ISO) 27001 series and National

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Institute of Standards and Technology (NIST) 800 series network security policies. COORDINATION, COLLABORATION, AND EVALUATION: Collaborate and coordinate with senior leadership, departmental managers, civilian contractors, to conduct compliance inspections and access document validation. Evaluate system processes and staff productivity, across all aspects of cyber defense operations, while developing and implementing systemic change for process-wide improvement. CUSTOMER SERVICE AND END-USER SUPPORT: Provide superior customer service for 12 departments and end users, including service members, inter-agency staff, contractors, and civilian employees, to assess compliance and overall effectiveness of the data loss program while ensuring the functionality of the mission success.

U.S. Navy

01/2019 - 03/2021

112 Lake View Parkway, Suffolk, VA

Salary: \$65,500.00 USD Bi-weekly

Suffolk, VA 23435 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Cryptologic Technician Network Supervisor/Countermeasures Specialist

Serve as the Cryptologic Technician Network (CTN) Supervisor and Countermeasures Specialist for U.S. Navy Cyber Defense Operations Command, located in Suffolk, VA. U.S. Navy CTNs perform a host of computer operation and cyber defense duties across a wide range of global networks to meet fleet requirements in computer network defense and other national security operations. CYBER DEFENSE AND COUNTERMEASURE EXPERTISE: Exercise and leverage thorough attention to detail while performing Information Technology (IT) work. Review complex IT systems and processes, including Linux, Snort and McAfee signature development, and Cisco proprietary procedures, to assess overall compliance with cybersecurity plans and procedures. Supervise and perform Packet Capture (PCAP) pulls from various sensors to augment fellow security specialists in their duties. Develop and review system risk management frameworks in accordance with International Organization for Standardization (ISO) 27001 series and National Institute of Standards and Technology (NIST) 800 series network security policies. COORDINATION, COLLABORATION, AND EVALUATION: Collaborate and coordinate with senior leadership, departmental managers, civilian contractors, and 12 assigned staff in planning and scheduling initial countermeasure assessments. Track multiple job metrics while providing network security and signature recommendations to managers about steps and actions necessary to implement independent oversight and cybersecurity appraisals. Evaluate system processes and staff productivity, across all aspects of cyber defense operations, while developing and implementing systemic change for process-wide improvement. CUSTOMER SERVICE AND END-USER SUPPORT: Provide superior customer service for nearly 100 clients and end users, including fellow service members, inter-agency staff, contractors, and civilian employees, to assess sensor management needs, provide

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countermeasure process information or assistance, resolve cyber security hardware problems, and satisfy sensor status/signature push expectations. Provide specialized guidance and specialized analytical expertise to clients using Azure and Microsoft Defender Advance Threat Protection (ATP) systems and processes. ACCOMPLISHMENTS: *Skillfully oversaw and directed the administering of 47 network signature pushes across 90 separate devices, resulting in the nullification or resolution of 97% of potential threats. Tireless efforts and technical expertise were instrumental in safeguarding the security of thousands of Department of Defense (DOD) personnel. *Discovered and reported on 107 critical network events; timely detection and drafting of 72 subsequent activity reports initiated the remediation of systemic vulnerabilities and threats across the entirety of the Navy's worldwide network. *Adeptly leveraged subject-matter expertise and vital threat analysis tools while personally training and professionally grooming 12 junior staff for future duties of increasing responsibility, including supervising the development of 17 network signatures and managing the completion of 95% of trouble calls.

U.S. Navy

12/2015 - 12/2018

250 Hospital Way, Honolulu, HI

Salary: \$72,700.00 USD Bi-weekly

Honolulu, HI 96818 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Project Manager/Network Security Analyst

Serve as a Project Manager and Network Analyst for the U.S. Navy Information Operations Command located in Honolulu, HI. U.S. Navy Network Analysts examine and investigate a wide range of cybersecurity issues, including scrutinizing network flow activity and interpreting session summary data to help identify network security issues and cyber security threats. SECURITY PLANNING AND VULNERABILITY ASSESSMENT: Monitored and protected networks using various methods, including signature alerts, tippers, threat hunting, and ad hoc searches. Evaluated system security plans and conducted vulnerability assessments to assist managers in directing support operations while addressing IT out-of-compliance issues. Conducted multiple vulnerability analyses and risk assessment studies of planned and installed information systems. Developed and forwarded recommendations to ensure that protection needs and compliance issues were discovered and addressed in a timely manner. PROJECT MANAGEMENT: As an IT project management professional, played an integral role in defending DOD and U.S. Navy assets from external threats. Conducted weekly presentations regarding the status of multiple jobs and concurrent projects, including providing updates and answering questions about network forensics and host threat hunting. Directly managed 9 project staff providing analytical and cybersecurity support to more than 70 personnel. Served as Subject Matter Expert for all aspects of interpreting and implementing network protocols,

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perimeter defense, and host defense methodologies. CROSS-FUNCTIONAL COMMUNICATIONS: Collaborated in meetings and conference calls with cross-functional teams to execute cybersecurity projects. Orally expressed pertinent ideas and facts to individuals and groups, including executives and senior managers, about network analyses and security threats. Developed and delivered briefs while considering target audiences and the sensitive or potentially controversial nature of delivered information. Delivered clear and convincing oral presentations, actively listened to others, attended nonverbal cues, and responded appropriately. ACCOMPLISHMENTS: *Personally discovered 17 potentially catastrophic vulnerabilities and misconfigurations while conducting a Navy Pacific Fleet network assessment, which effectively saved the DOD and U.S. Navy hundreds of thousands of dollars in potential network repairs and data recovery operations. *Spearheaded the development of 11 rapid network visualizations, which aided in the collecting of more than 3.6M network packets during a high-profile cybersecurity project of great strategic and financial importance; individually recognized and applauded by senior management for unique contributions that culminated in project's ultimate success. *Developed, implemented, and administered the installation of 12 network analysis flyaway tool sets that saved department managers more than \$10K and 25 labor hours annually.

W. N. McMurry Construction

09/2012 - 09/2014

2291 Renauna Avenue, Casper, WY

Salary: \$65,000.00 USD Bi-weekly

Bar Nunn, WY 82601 US

Hours per week: 50

Supervisor: (b) (6)

Okay to contact this Supervisor: Contact me first

Project Manager

Worked as a Project Manager for W. N. McMurry homes, a Wyoming-based construction management company providing commercial and industrial preconstruction and general contracting services to customers purchasing turnkey facilities. PROJECT MANAGEMENT AND CONTRACT NEGOTIATIONS: Oversaw and directed a highly skilled four-person team in the scheduling, staffing, and day-to-day management of multiple industrial and commercial construction projects. Performed and supervised critical functions, Pre/Post award functions, including budget analyses, scope determination, cost justification, contract modifications, contractual terminations, initiated briefings with contractors for pre and post award terms, addressed issues of noncompliance, data entry, commercial estimating, and the preparation of bid documents to ensure all documents were grammatically correct and free of errors. Communicated with hundreds of stakeholders and technical experts such as architects, engineers and government officials, clients, contractors, and government representatives, in the negotiating and awarding, fulfillment and project close-out of numerous construction contracts. Used a variety of programs and platforms, including Microsoft Office products, Sage Timberline, BidNet,

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SmartBid, and American Institute of Architects (AIA) Consensus Docs. SPECIALIZED MATERIAL PROCUREMENT: As a project manager for WN McMurry was responsible for procuring specialized material and products for companies working in the oil drilling and shipping. Procured cranes by reviewing client specifications and then researching cranes to reach clients fit and finish to ensure proper building load ratings. Procured specialized materials for elementary school to include safe rated playground equipment matching school board specifications. Procured specialized material desired to construct new Toyota car dealership to include vehicle lifts, front facade and signage. Responsible for communicating with city officials and project architect in order to procure specialized materials required to construct Casper youth crisis center. Materials included specialized glass, high density materials, security systems, and specialized bath fittings. EXPERT KNOWLEDGE: Displayed expert knowledge of contracting principles, policies and procedures while preparing eight commercial construction projects for bid and award. Displayed vast experience in modifying bid packages to meet a modified scope of work presented by client, vendor or technical designing party such as project architect or project engineer. Experienced with sealed bid process, vendor ability to complete the bid job. Displayed outstanding knowledge of contract policies while monitoring vendor quality and maintained milestones to match scope of work. Displayed acute skills while reviewing specifications while preparing jobs for bid and developing the scope of work for each trade in order to meet milestones, was responsible for releasing and approving vendor payment for eight large commercial construction projects. ACUTE BUSINESS ACUMEN: Personally, involved in all aspects of business practices. Personally engaged in work with each vendor to ensure that specifications were understood to the best of their ability leading to a fair and open bidding process in order to properly award contracts. Displayed great commitment to each project taking a vested interest in all 8 commercial projects from pre-contract award process to project close-out. Held team meetings with trades on a weekly basis in order to foster an open line of communication leading to the ability to head off issues prior to project impact. Outstanding team member focused on the encompassing project in order to provide vendors a mode of communication between the client and designing party. PRE/POST AWARD EXPERIENCE: Personally, reviewed and maintained all supporting documents for eight commercial construction projects to ensure proper documentation for each phase of the project. Conducted cost benefit analysis and pre-negotiation job duties. Regularly performed post contract award job duties to include price negotiation memorandum, modifications to responsibility, created and maintained change orders while maintaining documentation and dispersing information to all involved parties. CROSS FUNCTIONAL COMMUNICATION: Collaborated in meetings, conference calls and displayed concise communication skills ACCOMPLISHMENTS: *Flawlessly managed more than \$10M in project budgets while overseeing multiple concurrent projects daily; instrumental in the awarding of five projects that were finished prior to anticipated deadlines and under approved budgets. *Handpicked to sit on Casper Family Board of Directors for the Young Men's Club of America (YMCA); collaborative efforts and subject-matter expertise streamlined and facilitated the pre-construction process, ultimately saving the YMCA tens of thousands of dollars in project overages.

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Education: Western Governors University

Murray, UT US

Master's degree - 01/2019

Major: Cyber Security and Information Assurance

Relevant Coursework, Licensures and Certifications:

INTE TFT2 Cyberlaw, Regulations, and Compliance; ITAS C688 Cyberwarfare; ITAS C702 Forensics and Network Intrusion; ITAS C706 Secure Software Design; ITEC VLT2 Security Policies and Standards–Best Practices; ITAS C700 Secure Network Design; INTE FXT2 Disaster Recovery Planning, Prevention, and Response; INTE LQT2 Information Security and Assurance Capstone Project *Successfully completed academically rigorous coursework covering security evaluations, developing Automated Information Systems (AIS) security contingency plans, and implementing disaster recovery procedures.

American Public University

Charles Town, WV US

Some college (no degree)

33

Major: Master of Public Administration

GPA: 3.3

Relevant Coursework, Licensures and Certifications:

PADM510 Administrative Theory; PADM520 Public Administration in Society; PADM530 Public Policy; PADM610 Public Management; PADM611 Law and Public Policy; PADM612 Public Finance; PADM615 Program Appraisal; EVSP502 Environmental Economics; EVSP503 Environmental Policy, Regulations and Law.

Ashford University

Clinton, IA US

Bachelor's degree - 12/2012

139 Semester Hours

Major: Business Administration

Relevant Coursework, Licensures and Certifications:

COSC 1200 Computer Information Systems; MGT 2100 Principles of Management; BA 1350 Introduction to Business; BIS 2450 Spreadsheets and Database Management; MGT 330 Management for Organizations; BUS 303 Human Resource Management; BUS 308 Statistics for Managers; BUS 401 Principles of Finance; MGT 415 Group Behavior in Organizations; PHI 445 Personal and Organizational Ethics; MGT 435 Organizational Change; MGT 450 Strategic Planning for Organizations; COM 200 Interpersonal Communications

Job Related Training: PROFESSIONAL LICENSES AND CERTIFICATIONS: *Global Information Assurance Certification Security Leadership Certificate, 07/2020 *Computing Technology Industry Association (CompTIA) Linux+ Certification, 06/2020 *International Council of

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Electronic Commerce Consultants (EC-Council) Computer Hacking Forensic Investigator Certification, 06/2018 *EC-Council Ethical Hacker Certification, 09/2017 *U.S. Department of Labor Computer Operator Apprentice Certification, 09/2017 *CompTIA Security+ Certification, 02/2017 RELEVANT TRAINING: *Azure Fundamentals: Azure Security Services Course, 07/2020 *Azure Fundamentals: Azure Network Security Course, 07/2020 *Cryptologic Technician Networks Training (U.S. Navy), 06/2020 *Business Communication Course (U.S. Navy), 06/2020 *Computer Forensics Course (U.S. Navy), 06/2020 *Database Management Course (U.S. Navy), 06/2020 *Network Security Course (U.S. Navy), 06/2020 *Networking Fundamentals Course (U.S. Navy), 06/2020 *Systems Analysis Course (U.S. Navy), 06/2020 *Intelligence Analysis Course (U.S. Navy), 06/2020 *Intelligence Collection Course (U.S. Navy), 06/2020 *Federal Virtual Training Environment (FedVTE) Reverse Engineering 101 Course, 05/2020 *FedVTE Cyber Dark Arts Course, 05/2020 *FedVTE Dynamic Testing Using Hewlett Packard Enterprise (HPE) WebInspect Course, 05/2020 *FedVTE Fundamentals of Cyber Risk Management Course, 05/2020 *FedVTE Network Layer 1 and 2 Troubleshooting Course, 05/2020 *FedVTE Critical Infrastructure 101, 04/2020 *FedVTE Advanced Packet Capture (PCAP) Analysis and Signature Development (APA) Course, 04/2020 *FedVTE Continuous Diagnostics and Mitigation (CDM) Module 1: Overview, 04/2020 *FedVTE CDM Module 2: Hardware Asset Course, 04/2020 *FedVTE CDM Module 3: Software Asset Management Course, 04/2020 *FedVTE CDM Module 4: Configuration Settings Management Course, 04/2020 *FedVTE CDM Module 5: Vulnerability Management Course, 04/2020 *FedVTE Cloud Computing Security Course, 04/2020 *FedVTE Cybersecurity Overview for Managers Course, 04/2020 *FedVTE Local Area Network (LAN) Security Using Switch Features Course, 04/2020 *FedVTE Securing Infrastructure Devices Course, 04/2020 *FedVTE Securing the Network Perimeter Course, 04/2020 *FedVTE Root-Cause Analysis Course, 03/2020 *Amazon Web Services (AWS) Cloud Practitioner Essentials (Second Edition) Training, 07/2019 *AWS Cloud Practitioner Essentials (Second Edition): AWS Security Training, 07/2019 *AWS Cloud Practitioner Essentials (Second Edition): AWS Architecture Training, 07/2019 *Joint Cyber Analysis Training (U.S. Navy), 12/2015 *C Programming Course (U.S. Navy), 12/2015 *Cisco Routers and Routing Basics Course (U.S. Navy), 12/2015 *Computer Programming Scripting Course (U.S. Navy), 12/2015 *Computer Technology Course (U.S. Navy), 12/2015 *Data Communications Course (U.S. Navy), 12/2015 *Introduction to Programming Course (U.S. Navy), 12/2015 *Introduction to Information System Security Course (U.S. Navy), 12/2015 *Navy Information Assurance Course (U.S. Navy), 12/2015

Languages: English

Spoken: Advanced

Written: Advanced

Read: Advanced

Spanish

Spoken: Novice

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Written: Novice

Read: Novice

References: (b) (6)

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(b) (6)

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(b) (6)

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[REDACTED]
[REDACTED]

Additional Information: PROFESSIONAL SUMMARY: Innovative and solution-focused project manager expert with multiple years' experience overseeing and managing projects through attention to detail, relationship building and high ethical standards. Demonstrated track record of growing achievements at consecutive positions of increasing responsibility, including present role as an active duty U.S. Navy Cryptologic Technician Network Supervisor and Countermeasures Specialist. Now poised to leverage unrivaled knowledge, skills, and abilities as an Contract Specialist with the Missile Defense Agency. PROFESSIONAL HIGHLIGHTS: *Universally recognized as a Subject Matter Expert within occupational field; documented history of continuously addressing and resolving multifaceted contract and construction issues across a wide spectrum of projects and client specialties. Practical skills and experience are only rivaled by

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vast academic knowledge and scholastic achievements while pursuing advanced degrees in Cybersecurity and Public Policy. *U.S. Armed Forces service member with exceptional performance record, including noteworthy commentary praising leadership skills, managerial expertise, and volunteerism. Over the course of five years, directly responsible for the health safety, welfare, and cumulative betterment of more than 50 junior sailors. EARLIER WORK HISTORY: 11/2014 to 04/2015: Sales and Distribution Associate, PS-2320-03, U.S. Postal Service, Cambria, CA Performed distribution and a variety of sales and customer support services for various products, such as stamps and different types of parcel materials. Maintained pleasant and effective public relations with customers by resolving problems and explaining postal laws, regulations, and procedures. Conducted product inventories by counting items on hand; attached and removed security devices; accounted for display items; and verified records sales to monitor floor inventories and shrinkage. Forwarded inventory discrepancies and shrinkage reports to supervisors for appropriate action. 02/2005 to 09/2012: Construction Superintendent, Elliot Homes, Yuma, AZ Supervised the building and construction of more than 100 single-family and multi-residential homes per year. Coordinated activities with multiple stakeholders, including subcontractors and company personnel, to complete numerous speculative and turnkey projects. As a Project Manager, oversaw infrastructure and ground-up residential subdivision construction while enforcing all Occupational Safety and Health Administration regulations and State of Arizona building safety codes. SECURITY CLEARANCE: Active Top Secret/Sensitive Compartmented Information (TS/SCI) Security Clearance with Polygraph AWARDS: Navy and Marine Corps Achievement Medal, U.S. Navy, 2018 (exceptional performance of duties while assigned as a Network Analyst); Navy Good Conduct Medal, U.S. Navy, 2018 (three consecutive years of honorable and faithful service) MILITARY EXPERIENCE: U.S. Navy, 04/13/2015 to 04/12/2021, Petty Officer First Class, E6, Honorable Discharge (anticipated) SPECIFIC QUALIFICATIONS: Conducted Pre/Post award contract functions for multiple commercial construction projects allowing for financial success and successful construction helping clients and business owners achieve their desired results. Addressed material procurement amounts and scheduling, conducted pre-bid proposal meetings to explain scope of work for each phase and/or contractor. Coordinated with technical experts to include architects, engineers and Government officials. Lead negotiations during the awarding process and made final determination of contract award based on best cost/ best suited based on the desired result of the project. Addressed mid-project material procurement issues such as contractor failure to perform or material unavailability and coordinated with all parties to resolve the issue in order to keep the project on track. Drive for results visible through previous track record of completed projects and professional relationship building ability. Highly self-motivated with seven years of professional work history requiring self-motivation in order to complete projects and win competitive bids to keep the company working on future projects.

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Answer:

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Name: (b) (6)
SSN: (b) (6)
MIDX: (b) (6)
Address1: (b) (6)
Address2:
City: (b) (6)
State: (b) (6)
Country: United States
Post Code: (b) (6)
Plus4:
Telephone 1: (b) (6)
Telephone 2: (b) (6)
Telephone 3:
Email: (b) (6)
United States (b) (6) ■
Series Applied To: 1101AK
Veterans' Preference: CPS
Military Service Dates (Start of Service - End of Service):

(b) (6)

Applicant Level Assessments:

Eligibility Questions

1. Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

1. Yes

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2. Are you a current Federal employee?

Answers:

1. Yes

3. Are you a current Federal employee serving under a Veterans Readjustment Authority

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(VRA) appointment?

Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

1. General Services Administration

5.If you selected "Other", please enter the agency and organization.

Answers:

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: Rapid City, SD

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

1. Permanent-Career, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

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(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9.Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

10.Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

11.If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit
a copy of a SF-50 prior to selection
as proof of your reinstatement eligibility.)

12.If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

1. GS

13.If you selected "Other", please enter the Pay Plan.

Answers:

14.If you are, or ever were, a Federal civilian employee, please indicate the highest

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grade level you held (Enter NA if Not Applicable):

Answers: 12

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: Present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 5

17.May we contact your current supervisor for a reference?

Answers:

1. Yes

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

1. Yes

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

(Note: You will be asked to provide

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a copy of the exemption prior to
interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

2. No

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

2. No

If you answered **Yes** then answer the following questions.

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

Assessment Questions

What locations do you wish to apply to?

Lakewood, CO, US

What Grades do you wish to apply to?

12

Grade: 12

1.Do you have one year of specialized experience equivalent to the GS-11 level in the
Federal service, as defined above?

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Answer (0.00 points):

1. Yes

2. I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (14.81 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.

3. Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4. I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (6.67 points):

1. Small space renovations (5,000 sq. ft. or less).

5. Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (8.89 points):

4. I have independently provided technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings. Only in unique or unusual situations did I require assistance or review by a supervisor or senior employee.

6. Do you have experience interpreting technical plans and specifications in order to

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compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (6.67 points):

5. I have performed similar or directly related job functions and my experience and training have prepared me to perform these functions successfully.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (0.00 points):

6. None of the above

9. Formulates or develops the scope of work and provides estimates.

Answer (12.00 points):

4. I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (13.33 points):

3. I have served as a designated expert for communicating effectively, orally and in writing, exercising tact and diplomacy.

11. Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12. Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (0.00 points):

2. No

13. Which of the following describes your experience leading and communicating with a project team?

Answer (5.25 points):

2. I have provided feedback to team members, peers and others.

3. I have demonstrated experience influencing others and negotiating through open

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communication, consideration of others ideas and flexibility.

4. I have taken an expressed interest in the success of team members, peers, partners, and organization.

5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.

6. I have communicated with team to ensure they knew when issues/problems must be escalated.

8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.

9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.

14. I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (0.00 points):

1. I have not performed this function.

15. Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2. Are you a current General Services Administration associate?

Answer (0.00 points):

1. Yes

If you answered **Yes** then answer the following questions.

2.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answer (0.00 points):

4. This position would not be a promotion as my current position is at the same or higher grade.

2.2. Please list the date received, level of rating, and the name of the supervisor who

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issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answer (0.00 points): (b) (6)

3.If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4.I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all

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of your application, return to USAJOBS or GSA's Dashboard website from this page.If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. "Please see resume" is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

1.Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

As a self-employed custom home builder I was the primary project manager and responsible for all aspects of project management. I provided design, cost estimates, solicited bids from subcontractors, coordinated material delivery and scheduled work in order to deliver timely completion within budget on custom homes in the \$350,000-\$550,000 range.

I'm intimately familiar with reading plans/blueprints and have designed, drawn and built two homes for my family performing the majority of the work myself from site prep, excavation, footings and walls, framing, plumbing, electrical, HVAC, roofing, siding, door and window install, drywall, and finish work to include cabinet/countertop, tiling, wood and LVP flooring, painting and all facets of finish trim.

I was responsible for ensuring subcontractor bids met the specifications and were reasonable in cost compared to the scope of their work, I provided oversight of all subcontractor trades, directing and communicating the schedule of each phase of construction to avoid delays, and inspecting all work to ensure code and local regulation compliance. When disruptions or delays to the schedule occurred it was my responsibility to diagnose the issue(s) and make adjustments to recover as much time as possible.

I also oversaw the entire budget from cradle to grave, requesting and distributing draws against the balance to pay for material and subcontractors upon completion of rough-in and finish work or other agreed upon measures for payment, along with distributing and receiving appropriate lien waivers for submittal to title company in order to receive funds and provide a lien free title at closing.

I performed advance visual inspections of all trades' work and directed corrections

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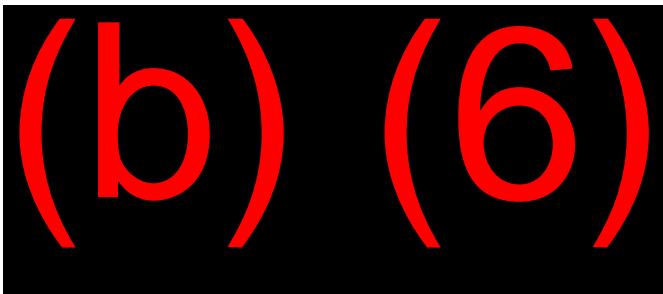
prior to State inspections in order to prevent costly rework or delays in progress due to callbacks.

I was responsible for coordinating and monitoring multiple trades working simultaneously, often at different locations while also maintaining positive relationships with impacted homeowners and delivering on their expectations, a well built home, on time and on budget.

I provided primary oversight of the 2nd floor fire sprinkler install at the Pierre FB/CH/PO and the rehabilitation of both elevators at the same building due to being the only onsite GSA staff, along with assisting numerous local and regional Project Managers with projects in SD buildings. I am currently assisting as needed on a CARES Act boiler and air handler replacement project and a multi-faceted US Marshals project in the Pierre FB/CH/PO.

Although the majority of my project management experience is from prior work I have contributed technical expertise on every small or large project performed in the Pierre FB/CH/PO and provided valuable insight that has assisted in cost savings, avoiding change orders and/or saving time. I view everything I deal with as a project that needs managed, whether it's day-to-day activities or family trips and I thrive in that environment.

Resume



Veterans' Preference: 10-point preference based on a compensable service connected disability of 30% or more (CPS)

Highest Grade: 12

Availability: Job Type: Permanent

Detail

Telework

Work Schedule: Full-time

Work Experience: General Services Administration

09/2016 - Present

225 S. Pierre Street

Salary: \$89,947.00 USD Per Year

Pierre, SD 57501 US

Hours per week: 40

Series: 1176

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Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Building Manager

Over the last 5 1/2 years I have been responsible for independently evaluating existing use of GSA standard policies and procedures, identifying opportunities for improvement and, subsequently, providing the direction to correct deficiencies in operations and management at the facility. Through a systematic approach, I have aligned the Pierre building's construction and building services, contractual obligations, budgetary needs, and GSA's relationships with the highest level of service delivery. I have also realigned building operations to provide more efficient identification and correction of equipment problems, to better meet GSA standards and tenant comfort, and by using building automation system data monitoring and analysis I have implemented procurement practices that repair or replace low-cost, high impact energy consumers. The result is an annual reduction in energy use and cost and achievement in reaching established goals and delivering on tenant customer expectations. I provide daily operational management of Federal buildings for Federal tenants, including: US Courts (District, Magistrate and Bankruptcy), US Marshals, US Probation, Social Security Administration, Department of Labor, US Attorneys, DHS, and local US Post Office. I facilitate building occupant emergency planning and facility security committee functions for the tenant agencies. By using my knowledge and technical expertise building maintenance and projects that improve asset longevity and customer satisfaction are identified and addressed through annual budgetary procurements. For the past six years I have performed as the contracting officer's representative on both the custodial and maintenance contracts for the facility. On a daily basis I work with and for tenant agency heads and their staff to ensure consistent delivery of excellent services, promoting GSA by exceeding expectations through managed and purposeful use of resources. I've worked to identify and correct building system issues, in particular, to procure a modernization project for both of the Pierre building's elevators and a fire alarm and sprinkler system expansion and upgrade, avoiding end of lifecycle issues and costs for these systems. During construction phases of each project I have monitored and inspected installation, provided fluidity to progress while ensuring daily building operations and functions continued without major disruption to internal and external customers through coordination of work and tenant schedules, and maintaining efficient and effective communication with project managers and contracting officers to ensure contractual compliance. I have provided oversight of all building operations and maintenance since 2013. Through attendance at tenant agency staff meetings, town hall sessions, and tenant email updates, I provide my customers with the knowledge and tools to understand the services and products GSA delivers as part of their tenancy, I clarify processes and requirements to obtain above standard services, and I display the value and importance of open and transparent communication. I've built and maintained the highest level of positive working relationships with each of

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my tenant agencies. I've held primary lease administration responsibilities for the past 6 years and have performed as Lease Administration Manager for over 30 leases since being assigned to and completing 120 day detail in March-May of 2016. I've completed several lease projects from inception through final inspection. I've initiated and completed two cyclical carpet/paint projects in leased space and currently have four construction projects in leases ongoing that I have managed from initial tenant agency request, through RWA funding and in to current phase of ready for start. I have performed as the COR II for the Statewide Operations and Maintenance contract, annual snow removal contract and for the custodial and related services (grounds maintenance) contract for the Pierre & Rapid City Buildings, as well as, performed in the same function for several task orders. I currently manage 25 leases in western South Dakota, including one of six pilot Community Based Outpatient Clinics for the Veteran's Administration and was also a voting member of the source selection committee for this clinic. I have held the primary COR role in new recurring services contracts, both Operations and Maintenance, and Custodial and related services for the Pierre, SD FB/CH/PO and the Andrew W. Bogue FB/CH, tailoring and modifying performance based work statements for specific locations when dealing with custodial services and PBWS for Facility Engineering Services for our Statewide O&M contract (5 locations), and developed Independent Government Estimates and technical evaluations for each contract and numerous task orders. I've assisted and work alongside a number of GSA PMs on both small and large projects including minor TI's to lease build to suits.

General Services Administration

03/2016 - Present

225 S. Pierre Street

Salary: \$63,196.00 USD Per Year

Pierre, SD 57501 US

Hours per week: 40

Series: 1176

Pay Plan: GS

Grade: 12

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Lease Administration Manager-Detail to Hybrid

Perform as the primary point of contact for Federal tenants in leased space post occupancy, actively participate with Regional lease team throughout lease acquisition and administration process, ensure lease and occupancy agreement compliance through inspections and open dialogue. While performing the LAM detail I assisted ten different Federal tenant agencies with projects, from conceptualization, reviewing estimates for reasonableness, and requesting agency RWA funding through project monitoring, final inspection, testing and payment. I also performed 19 annual lease inspections, providing deficiency letters to lessors and ensured acceptable correction of deficiencies by prescribed deadline through follow-up inspections and communications

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with lessor and tenant. I worked diligently to identify and obtain contractual provisions previously not being provided, conducted lease tenant education and direction per their specific occupancy agreements and performed the same for building owners (lessors) to align efforts and monies with contractual obligations. By becoming intimately familiar with the details of a multitude of different leases I was able to work jointly with the lessor and the Federal tenants to mediate misunderstandings of obligations and expectations which, in turn, resulted in provision of services previously neglected. Provided site inspections, labor interviews and project status updates to Regional lease contract officer for new building project which will consolidate multiple leased sites occupied by BLM in to one office building with outbuilding for field tools, equipment and utility vehicles. LAM detail supervisor, Brenda Pearl, requested that I be one of two Regional LAMs to test and provide feedback for GSA's Lease Management Tool, which was in developmental stage and has now been rolled out for LAMs across every region of GSA. I received a multitude of accolades from Federal tenants in leased space for my work in clarifying contractual responsibilities, identifying and having lessor correct deficiencies, and in assisting on numerous tenant agency projects. Received written and monetary performance award from supervisor for maintaining full responsibility of Building Management responsibilities while also excelling at Lease Administration Management detail. Although original detail dates expired, I continue to maintain the full load of LAM (25 leases) while also performing daily responsibilities of Building Manager. For the past six years I have performed pre and post occupancy inspections, participated in numerous market surveys and kept LCO's informed of lessor past performance and availability of opportunities to consolidate lease tenants and /or backfill vacant space. Due to travel restrictions and time limitations I have served in substitute of lease project managers and contracting officers to oversee progress, coordinate contractors and resolve issues at lease build-to-suit buildings and space buildouts. I've established and maintained positive customer relationships with tenant agency staff, lessors and their contractors through collaboration, effective and efficient communication, follow through and commitment to high level service delivery.

General Services Administration

06/2016 - 08/2016

225 S. Pierre Street

Salary: \$63,196.00 USD Per Year

Pierre, SD 57501 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Building Management Specialist

On a daily basis I use my knowledge and experience to determine applicability of GSA and tenant agency policies to the operations and maintenance of the Pierre FB/CH/PO and over 30 leased facilities with a broad range of Federal tenants. Through feedback

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provided by tenant satisfaction surveys, conversations with tenant staff and building maintenance techs, and by analyzing data retrieved through building automation systems and work order management software, I have improved overall satisfaction throughout my inventory of buildings, while also identifying and addressing areas for improvement. I receive requests for tenant improvement projects in both owned and leased space, assess and screen the requests for bona fide need and ensure the request is initiated by party having authority before moving forward. As projects progress, I maintain involvement in all aspects of project management, from statement of work development through final inspection and acceptance, constantly communicating and working alongside the agency and impacted building tenants and agency customers. I have provided oversight and technical expertise to building-side fire alarm and suppression system, building automation system upgrade, and am currently performing the same for a traction and hydraulic elevator modernization. I use and monitor the use of building systems that analyze mechanical equipment performance, energy usage and maintenance outcomes and apply my training, knowledge and experience to optimize efficiencies, save costs, and improve tenant satisfaction. Under my direction the Pierre FB/CH/PO has seen three years of gas and electrical consumption reductions while improving TSS scores. I have in depth experience and understanding of contract administration and I apply that knowledge daily across 30 plus leases and within the Pierre building while also providing guidance to COR staff at other GSA buildings to optimize Federal monies and services. I've held and administered contract responsibilities for snow removal, janitorial, trash and recycling, integrated pest management, utility usage, maintenance and operations, repairs, alterations, and more than 30 leased spaces throughout western South Dakota. My knowledge and experience extends to developing an acquisition plan to align upcoming custodial (NISH/Ability One) contract solicitation with newest version of national specification, to include developing building information spreadsheet and editing, soliciting for actual cleaned square footage based on my intricate knowledge of current custodial operation, and establishing an independent government estimate for the procurement process. I work independently with tenant agencies, as well as, their regional and central office staff, to determine financial and contractual responsibilities within both owned and leased space, ensuring policies and procedures are appropriately applied across varying circumstances, for example, custodial, tenant improvements, and GSA responsibilities. I'm responsible for identifying capital improvement projects and working with designated Project Manager to develop applicable SOW and determine cost estimate. If funded, I participate in development of project specifics, escort and record contractors performing site visits, schedule project work with all impacted tenant agencies to avoid interruptions in their mission, and provide contractor oversight, continual communication with PM and CO, and final inspection and acceptance determination and documentation. I provide oversight of contract maintenance staff to provide tenants their basic services per P100 and, through effective and substantial communication, assist agencies in receiving above standard services through the RWA or TI process. Received Regional recognition for work with US Courts staff in Pierre Federal Building. US Courts sent letter of appreciation for my efforts and service delivery. Applied to and selected as participant in New Leader Program, a six

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month developmental program with three, week-long training sessions in Washington, DC, and leadership skill building throughout the program. Graduation February 2017.

General Services Administration

04/2012 - 06/2016

225 S. Pierre Street

Salary: \$62,466.00 USD Per Year

Pierre, SD 57501 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Equipment Specialist

Independently perform and/or oversee the daily operations of the Pierre, SD FB/CH/PO. Responsible for identifying and mitigating building utility waste: I have developed and implemented strategies that have resulted in 30% reduction per year over the last three years in BTU/gsf at the Pierre FB, at the same time increasing tenant satisfaction by maximizing operational efficiencies and tenant education of GSA building management processes and procedures. Perform as COR for snow removal, custodial, and maintenance contracts providing oversight and evaluation, as well as for four leased buildings in Pierre, performing annual lease inspections and ensuring corrective action occurs to the satisfaction of GSA, tenant agencies and the contractors. Serve as the initial and primary tenant agency point of contact for the Pierre FB/CH/PO and leased buildings that house a diverse Federal agency population. Used open communication and service delivery excellence (above tenant expectations) to transform the GSA-tenant relationship throughout the building and local contracting community. By monitoring, processing and analyzing the relationships and culture of the tenants and GSA's contracted staff I have developed and continue to foster functional, effective, professional working relationships among our internal and external customers, agencies, their clients, and our contracting community. I independently identify and recommend building maintenance projects to ensure equipment life cycles are exceeded and to maintain tenant mission efficiencies while enhancing physical space, comfort and reducing maintenance costs. Oversee repair and alteration projects of GSA and tenant physical space, as well as, cyclical maintenance and agency moves in owned and leased space. I perform labor interviews, inspection and acceptance reviews, identifying and ensuring correction of deficiencies, for projects/contract work in owned and leased space as part of GSA's state presence, Regionally funded and acquired projects and Central Office mandated directives that occur at the Pierre FB/CH/PO. Assist state project managers delivery of construction services with development of SOW, pre-award site visits by contractors and adjusting to changes in project flow to ensure a complete, efficient performance with positive outcomes for GSA's customers that are within budgetary restrictions. Provide guidance annually on tenant OT utility usage and RWA development for extra utility usage, tenant agency projects and upgrades in leased space. Daily responsibility to foster positive, effective relationship with owned and

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leased space tenants through transparent and substantial communication. I have developed and grown positive tenant relationships while promoting GSA's property management plan, providing clear explanation of GSA's processes, policies and procedures. Through recording, tracking, and/or analyzing of building utility and performance data I have directed adjustments and efforts in operations at the facility that align with GSA's mission and resulted in improved tenant capabilities and satisfaction while reducing budgetary expenditures for services at the location. Requested by state property manager to travel to another Federally owned court house to use my knowledge and experience to identify root cause of and provide solutions to persistent roofing system failure and rest room fixture installation problem. Facilitate tenant occupant emergency plan and facility security committee meetings, working with designated officials to identify changes/corrections and provide guidance for implementation. Received award as team member for SD GSA small project team, 2015.

Veterans Administration, Black Hills HCS

03/2007 - 03/2012

113 Comanche Road

Salary: \$26.10 USD Per Hour

FAC

Hours per week: 40

Series: 0001

Pay Plan: WG

Grade: 10

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Fort Meade, SD 57741 US

Pipefitter

Plan and conduct maintenance program on over 250,000 square feet of multi-use buildings, including office space, long term health care centers, kitchen facilities, and locked mental health ward. My job responsibilities include the operation and maintenance of the domestic cold and hot water system, the wastewater system, hot water heat system, steam heat and condensate removal equipment and monitoring of building control system (JCI MetaSys) and its alarms for these systems. I also work in direct support of the HVAC team in troubleshooting and making repairs to fan coil units, reheat coils and the building's roof top units, as well as residential and medical refrigerators and freezers. I am tasked with identifying and prioritizing projects for contract work when scope of work exceeds available manpower maintaining stewardship to resource allocation. I work directly with facility management staff to justify expenses involved with contracted preventative maintenance and equipment repair or replacement. I researched and established necessary preventative maintenance program for the facility's 50+ patient lifts. I have been directly involved in facility requirement planning, both as a carpenter and pipe fitter, in order to make best use of facility space and equipment. I have been recognized through employer award programs for

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developing and promoting positive working relationships with facility customers, visitors and fellow employees. I was selected and served as Facilities Management representative and point of contact on our Community Living Center Environment of Care/Culture Change committee and on the Environment of Care survey team for the facility's locked mental health ward. Responsible for assignment of work upon discovery of shortcomings from these committees and for addressing findings with . Responsible for identifying, selecting and ordering necessary repair and preventative maintenance parts. Responsible for determining feasibility of repair versus equipment replacement as it pertains to the following building systems: plumbing, sewage, domestic water, pumping, steam piping and condensate pumps. Applied for and was selected for 2011 Network LEAD class. Applied for, selected and completed local LEAD class. Served on and contributed to CLC culture change committee, mental health environment of care committee, and represented FAC at patient safe handling meetings and resident council. Individually resolved many of the challenging safety improvements identified by the environment of care survey team. I have continuously displayed a willingness to take on stretch assignments while growing my skill sets through pursuit of a bachelor's degree, participating in leadership skill building workshops and assisting in duties outside of my position description. I have worked accident free every day I've been at VA Black Hills (9 years). I have a working knowledge of Fed Traveler and have coordinated, completed and submitted appropriate travel documents for several off-site training sessions. I have served on Preventive Ethics and EEO committees, as well as volunteered for and assisted on two Root Cause Analysis teams centered around patient safety.

Sturgis Police Department-Reserves

03/2006 - 10/2009

1400 Main Street

Salary: \$16.50 USD Per Hour

Sturgis, SD 57785 US

Hours per week: 15

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Patrolman

Established and maintained files for police reports, case evidence and training records. Collected and processed evidence according to protocols. I was selected as 2008 Reserve Patrolman of the Year by the full-time members of Sturgis Police Department. I was selected to serve on the department's special response team, a position only provided to select members of the department. Co-developed a mountain bike patrol for the city of Sturgis, which was implemented during the annual motorcycle rally. I was the only certified mountain bike patrolman in western South Dakota at that time.

Veterans Administration, Black Hills HCS

06/2004 - 03/2007

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Position Title: Project Manager

113 Comanche Road

Salary: \$23.67 USD Per Hour

Fort Meade, SD 57741 US

Hours per week: 40

Series: 4607

Pay Plan: WG

Grade: 9

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Carpenter/Locksmith

As a carpenter I was responsible for maintenance and upkeep on over 1 million square feet of commercial and residential space, comprised of homes, office space, surgical suites, pharmacy, kitchen and dining facilities as it pertains to interior and exterior structure and finishes, roofing materials, masonry, doors, windows and in meeting ADA, fire code and life safety code in application of these practices. As a locksmith and carpenter I had the primary responsibility of ensuring proper application of facility standards and policies, in conjunction with fire and life safety codes, in regards to physical security and proper function of door appurtenances in over 1 million square feet of hospital, office and residential space. While serving as a carpenter/locksmith I was tasked with finding and taking corrective action on items identified during Environment of Care walk throughs within the locked mental health ward to eliminate ligature points and successfully accomplished meeting the stringent safety guidelines of this type of facility while maintaining adherence to standard building, fire and life safety codes. This included receiving bids, contracting and overseeing work to install ligature anchor door alarms and replacement of door hardware, along with ensuring adherence to specifications and applicable safety codes. On numerous occasions I have used my technical skills and knowledge to justify budget expenses necessary to change or repair facility space while promoting positive working relationships with building tenants and departmental managers.

City of Sturgis Water Department

04/2003 - 05/2004

1025 1st Street

Salary: \$8.55 USD Per Hour

Sturgis, SD 57785 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Water Treatment & Distribution Tech

Primary duties consisted of treating and distributing domestic water within a community of 5,500 people. While serving in this position I was responsible for inspection and evaluation of a municipal water system, to include water mains, service lines, pressure

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pumps, chlorine dosing pumps and storage tanks, fluoride injectors and storage tanks, bulk water storage tanks, and residential and commercial water meters. I conducted daily testing to ensure compliance with local, state and federal drinking water regulations. I also performed maintenance and repairs on the same, prioritizing resources and work in order to maintain service without interruption whenever possible. I was directly involved in planning system and equipment expansion/improvements in order to meet changing needs of the community. I worked directly with the Superintendent to determine scope of work, funding requirements and contracting of work that was beyond the capabilities of the utility maintenance staff. I worked with customers to resolve billing and metering problems and conducted inspections of contract work to ensure compliance with project specifications and drinking water regulations. I built and continually enhanced a professional and courteous relationship with all customers and coworkers and worked as the liaison between the organization and disgruntled customers because of my customer relations skills.

United States Postal Service

06/2000 - 03/2003

500 East Boulevard

Salary: \$16.55 USD Per Hour

Rapid City, SD 57701 US

Hours per week: 50

Series: 2315

Pay Plan: PS

Grade: 5

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Clerk

Memorized over 900 cast codes, two digit numbers that correlate with specific mail routes, in order to manually sort non-machineable mail to the appropriate carrier. Selected to serve as supervisor for USPS retail store and six customer service stations by tour supervisor and postmaster during extended deployment absence of the tour supervisor. Accountable for scheduling and supervising eight postal clerks, \$500,000 in stamp inventory and handling customer concerns and complaints. Conducted phone and in-person interviews for local media during USPS events, such as income tax mailing deadline, Tour de France flag raising ceremony and stamp premiers. Selected to serve as supervisor by tour supervisor for midnight shift where I oversaw fifteen clerks and mail handlers in order to ensure accurate and timely processing of mail for Rapid City and surrounding communities. While in temporary duty as retail supervisor I was selected to develop and organize an event to promote the USPS's Tour de France cycling team. I coordinated a visit from one of the USPS's team members who lead a bicycle ride from Rapid City to Mt. Rushmore where we conducted a Tour de France flag raising ceremony. I worked as the liaison between USPS officials, the Mt. Rushmore National Park Director and his staff and the Postal Service Bicycling Team member, obtained

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special permissions to conduct the ceremony at Mt. Rushmore, and performed dry runs of the event to eliminate delays and mitigate problems that were identified during the trials. A successful, within budget event was held with more than 500 attendees at the Mt. Rushmore amphitheater.

City of Sturgis Water Department

04/1998 - 06/2000

1025 1st Street

Salary: \$8.37 USD Per Hour

Sturgis, SD 57785 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Water Treatment & Distribution Tech

Primary duties consisted of treating and distributing domestic water within a community of 5,500 people. While serving in this position I was responsible for inspection and evaluation of a municipal water system, to include water mains, service lines, pressure pumps, chlorine dosing pumps and storage tanks, fluoride injectors and storage tanks, bulk water storage tanks, and residential and commercial water meters. I conducted daily testing to ensure compliance with local, state and federal drinking water regulations. I also performed maintenance and repairs on the same, prioritizing resources and work in order to maintain service without interruption whenever possible. I was directly involved in planning system and equipment expansion/improvements in order to meet changing needs of the community. I worked directly with the Superintendent to determine scope of work, funding requirements and contracting of work that was beyond the capabilities of the utility maintenance staff. I worked with customers to resolve billing and metering problems and conducted inspections of contract work to ensure compliance with project specifications and drinking water regulations. I built and continually enhanced a professional and courteous relationship with all customers and co-workers and worked as the liaison between the organization and disgruntled customers because of my customer relations skills.

Self-Residential Contractor

05/1995 - 03/1998

12134 Washington Loop

Salary: \$50,000.00 USD Per Year

Sturgis, SD 57785 US

Hours per week: 70

Owner/Residential Contractor

Obtained licensure in three local communities through testing of trade and code knowledge. I was solely responsible for ensuring compliance to national building codes, fire codes and local regulations and interviewing customers to identify their needs and

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design those requirements into their home. As owner I was responsible for financial planning and control of each project, researching and composing bids, awarding, contacting and coordinating subcontract work across all construction disciplines, accounts payable and receivable, organizing and maintaining job files, writing and enforcing contracts, change orders, lien waivers and ensuring appropriate documents were filed at title companies and financial institutions. I was responsible for hiring and supervising subcontractors and ensuring adherence to our written contracts, inspecting material and workmanship and recommending appropriate changes as they were identified to maintain compliance with specifications, and for maintaining positive working relationships between subcontractors. I coordinated all phases of the construction process for \$350,000-\$500,000 custom homes and scheduled each discipline in order to ensure strict adherence to established time frames. I initiated and maintained positive relationships with customers, working as liaison between homeowners and subcontractors. I built a strong knowledge foundation for maintenance and construction techniques and the needs, requirements and operating principles of building systems through my experience with residential construction. While performing residential and commercial remodels I was able to gain experience in facility requirements planning by evaluating present use and accommodating projected future requirements. I continually monitored and controlled budgets across multiple simultaneous projects to ensure delivery of a high end product at the proposed costs and resolved unforeseen overruns through negotiations and substitutions acceptable to the customer. I've designed and built two custom homes (\$400,000-\$650,000) for my family in my "spare" time while working full time jobs, performing more than 80% of the work myself or with minimal assistance. I have hands on experience in every facet/phase of construction from initial site prep and excavation to plumbing, electrical, HVAC, and concrete, along with rough framing and finish carpentry.

South Dakota National Guard

07/1993 - 06/1996

1202 Lawrence Street

Salary: \$300.00 USD Per Month

Belle Fourche, SD 57717 US

Hours per week: 2

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Truck Driver

Operated and maintained heavy equipment, to include graders, dozers and tractor trailers. Performed maintenance and repairs according to established requirements on heavy machinery and equipment. As the operator of a tractor trailer, I transported heavy equipment to various job sites and assisted in construction of roads, bridges and building sites. Instructed and tested both subordinate and higher ranking guardsmen in day and night land navigation, as well as infantry tactics.

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Student-Western Dakota Technical Inst.

07/1994 - 05/1995

800 Mickelson Drive

Salary: \$0.00 USD Per Year

Rapid City, SD 57703 US

Hours per week: 45

Student-Carpentry

Attending Western Dakota Technical Institute carpentry program consisting of classroom and on-the-job training in the following trade areas: shop and tool safety, cabinet making, drafting, blueprint reading, structural design, masonry, electrical, plumbing and heating, ventilation and air conditioning. Participated in every phase of the construction process in order to complete, as a class, two residential homes and a two-stall garage which allowed me to build my knowledge of maintenance and construction techniques and of the needs, requirements and operating principles of building systems. This experience also began building my understanding of customer relations and conflict resolution when dealing with the homeowners and diverse workforce of a construction site.

United Building Center

06/1993 - 07/1994

989 Lazelle Street

Salary: \$5.50 USD Per Hour

Sturgis, SD 57785 US

Hours per week: 40

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Material Delivery/Shipping & Receiving

Provided customer service through knowledge of building materials, loading and delivering materials, and accurately inventorying return materials to ensure appropriate account credit. Unloaded and stocked incoming freight, organized and maintained the material yards and buildings to ensure worker and customer safety, as well as provide aesthetically pleasing environment. Selected and loaded building material according to order of use at the job site to expedite the building process and prevent reworking of the materials by customer. I used this opportunity to build a working knowledge of the materials and concepts of building maintenance and construction techniques to enhance the technical training I was training to be a carpenter. I also advanced my oral communication skills with tradesmen while providing customer service in order to establish future working relationships.

United States Army

05/1990 - 05/1993

D Co. 2/16th Infantry

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Position Title: Project Manager

Salary: \$1,125.00 USD Per Month

Fort Riley, KS 66442 US

Hours per week: 70

Series: 0545

Grade: E5

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Mechanized Infantryman

Oversaw six member squad and provided performance appraisal, maintained squad member training/performance files, and was accountable for over \$1,000,000 of US Army equipment. Operated and maintained Bradley Fighting Vehicle while overseeing crew members, issuing and inventorying required individual equipment, and ensuring the safety of my squad and crew. As a Bradley gunner I shot a perfect score, achieving master gunner status and, along with two other crew members, was recognized by the post commander for this accomplishment, the only perfect score in a unit of 20 Bradley fighting vehicles. I tested for and received my Expert Infantryman Badge on the first attempt, was awarded the Combat Infantryman Badge and several service ribbons for my duty in Kuwait and Iraq during Operation Desert Storm/Shield. As a squad leader I commanded my six member squad through a Ranger challenge course, placing first in the competition that included over 30 squads from throughout the post. I graduated in the top three at Primary Leadership Development Course, which is attended by over 100 service members. I was recognized on numerous occasions for my organizational and leadership skills and was given roles of increasing responsibility because of those skills.

Pamida Discount Center

06/1987 - 05/1990

2105 Lazelle Street

Salary: \$6.50 USD Per Hour

Sturgis, SD 57785 US

Hours per week: 45

Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Shipping & Receiving Clerk

Unloaded incoming freight, sorted and stacked freight according to department. Transported freight to sales floor, priced and stocked merchandise on sales floor. Assembled products, organized and maintained stock room and equipment. Organized merchandise according to upcoming sale promotions and verified quantities available and accuracy of items available. Assembled merchandise and provided customer support and service for electronics and motorized equipment. Coordinated and maintained maintenance program for warehouse equipment. Completed appropriate paperwork to track outgoing and incoming freight and ensured supporting files were updated.

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Position Title: Project Manager

Education: Western Dakota Technical Institute

Rapid City, SD US

Technical or occupational certificate - 05/1995

Relevant Coursework, Licensures and Certifications:

Carpentry

Sturgis Brown High School

Sturgis, SD US

High school diploma or equivalent - 05/1988

Relevant Coursework, Licensures and Certifications:

High School diploma

National American University

Rapid City, SD US

Some college (no degree)

145 Semester Hours

Major: Business Administration-Management Emphasis

GPA: 3.4

Relevant Coursework, Licensures and Certifications:

In pursuit of B.S. in Business Administration with an emphasis on management. Courses completed include: Principles of Accounting I, II, and III, Macroeconomics, Microeconomics, Business Finance, Business Law, Principles of Marketing, Principles of Management, International Business, Business Ethics, Operations Management, International Management, Employee and Labor Relations, Compensation and Benefits, Marketing Management, Composition I and II, College Algebra, Business Statistics, Computer Information Systems, Nutrition, Environmental Science, Humanities, Critical Thinking, Psychology and Strategies for Success.

Job Related Training: Lease Administration Training- 1 week initially, continuing monthly Penn State Training- Fundamentals of High Performance Buildings, Facilities Infrastructure Fundamentals, Smart Buildings Operations Training BOMI classes in pursuit of Real Property Administration designation. Veteran's Administration: VISN 23 Network LEAD (Leadership Effectiveness and Accountability Development)- 18 mos. course completed Nov. 2012. Black Hills Health Care LEAD training- 12 mos. course. VABHHCS LEAD- 12 mos. course completed Dec. 2009 Johnson Controls Metasys system extended architecture for Building Operators continuing education- 3 days course completed Dec. 2012

(b) (6)

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Position Title: Project Manager

Phone Number: (b) (6)

Email Address: (b) (6)

Reference Type: Professional

(b) (6)

(b) (6)

(b) (6)

Answer:

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Position Title: Project Manager

Name: (b) (6)
SSN: (b) (6)
MIDX: (b) (6)
(b) (6)
Address2:
City: (b) (6)
State: (b) (6)
Country: United States
Post Code: (b) (6)
Plus4:
Telephone 1: (b) (6)
Telephone 2:
Telephone 3:
Email: (b) (6)
United States (b) (6)
Series Applied To: 1101AK
Veterans' Preference: CPS
Military Service Dates (Start of Service - End of Service):

(b) (6)

Applicant Level Assessments:

Eligibility Questions

1.Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

1. Yes

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2.Are you a current Federal employee?

Answers:

1. Yes

3.Are you a current Federal employee serving under a Veterans Readjustment Authority

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(VRA) appointment?

Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

1. General Services Administration

5.If you selected "Other", please enter the agency and organization.

Answers:

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: Oklahoma City, OK

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

2. Career-conditional, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

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(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9.Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

10.Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

11.If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit
a copy of a SF-50 prior to selection
as proof of your reinstatement eligibility.)

12.If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

1. GS

13.If you selected "Other", please enter the Pay Plan.

Answers:

14.If you are, or ever were, a Federal civilian employee, please indicate the highest

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grade level you held (Enter NA if Not Applicable):

Answers: 12

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: 10-12-2021 to Present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 12

17.May we contact your current supervisor for a reference?

Answers:

1. Yes

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

3. Not Applicable

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

(Note: You will be asked to provide

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a copy of the exemption prior to
interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

3. Not Applicable

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

1. Yes

If you answered **Yes** then answer the following questions.

24.1.Please indicate below the special hiring authorities under which you are eligible
and wish to be considered for selection. You may select more than one response.

(Note: to be considered under a special hiring authority, you must indicate your
eligibility below. Consideration will only be given to persons who are verified as
being eligible under the authorities specified in the "Who May Apply" section of this
job announcement. To be deemed eligible, you must submit the required supporting
documents described in the "Required Documents" section of this announcement.) For
more information about special hiring authorities click here

Answers:

(b) (6)

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

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Assessment Questions

What locations do you wish to apply to?

Lakewood, CO, US

What Grades do you wish to apply to?

12

Grade: 12

1. Do you have one year of specialized experience equivalent to the GS-11 level in the Federal service, as defined above?

Answer (0.00 points):

1. Yes

2. I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (16.66 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3. Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4. I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings

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(which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (16.66 points):

4. Large space renovations (50,001 -100,000 sq. ft.).

5. Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (13.33 points):

6. I am highly skilled at providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings. I have performed this task routinely and have conducted training in this area.

6. Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (13.33 points):

6. I am highly skilled at preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals. I have performed this task routinely and have conducted training in this area.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (15.00 points):

5. I have experience on projects in excess of 100,000 square feet.

9. Formulates or develops the scope of work and provides estimates.

Answer (15.00 points):

5. Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (13.33 points):

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3. I have served as a designated expert for communicating effectively, orally and in writing, exercising tact and diplomacy.

11. Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12. Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

1. Yes

13. Which of the following describes your experience leading and communicating with a project team?

Answer (7.50 points):

1. I have lead teams in developing major projects.
2. I have provided feedback to team members, peers and others.
3. I have demonstrated experience influencing others and negotiating through open communication, consideration of others ideas and flexibility.
4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
6. I have communicated with team to ensure they knew when issues/problems must be escalated.
7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.
10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.

14. I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (7.50 points):

4. I am highly skilled in utilizing qualitative and quantitative methods to assess and improve program effectiveness and complex management processes, projects, and systems under category management.

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15. Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2. Are you a current General Services Administration associate?

Answer (0.00 points):

1. Yes

If you answered **Yes** then answer the following questions.

2.1. GSA's Associate Performance Plan and Appraisal System states that to be promoted within GSA, an employee's most recent rating of record must be at the Level 3 or higher. Which of the following best describes the rating you received on your most recent performance appraisal (rating of record)?

Answer (0.00 points):

4. This position would not be a promotion as my current position is at the same or higher grade.

2.2. Please list the date received, level of rating, and the name of the supervisor who issued the rating. If you have not received a rating, please provide the reason you have not received one. Your response will be limited to 1,000 characters which is approximately one-quarter typewritten page.

Answer (0.00 points): I have not been employed with GSA for a full performance cycle.

3. If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result

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in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.

- Respond to each question. If you do not have related experience, enter "N/A" in the space provided. Your responses to all of the questions in this announcement must be substantiated by the information in your resume.
- For each web page, the system will time out after one hour of inactivity and your unsaved entries will be lost. If you wish to save your responses and come back later to complete your application, enter placeholder text in each empty text space and select the "Next" button at the bottom of the page.
- After responding to the following questions, proceed through the rest of the application process and provide any required information and forms. To submit your application, select the "Submit" button at the bottom of the "Application Review" page. You must select the "Submit" button or your application will be considered incomplete and you will not be considered for this vacancy.
- Once you submit your application, you will be forwarded to the "Confirmation Page". You can choose to download part or all of your application, return to USAJOBS or GSA's Dashboard website from this page.
- If you return to the announcement and make any changes to your application, be sure to navigate back through the steps and select the "Submit Application" button on the "Application Review" screen to complete your application.

In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. **"Please see resume"** is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

1. Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in

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length.

Answer:

A significant construction project I managed from the initiation phase through financial closeout was a complete remodel of a laboratory floor at the University of Oklahoma Health Sciences Center. The stakeholders included the researchers/future tenants, the A & E team, the internal trades, and the external contractors. My role was to closely coordinate with the stakeholders to meet the technical, cost, and schedule constraints with special consideration of the mechanical controls systems. During the initiation phase, I worked with the A & E team to ensure that the technical requirements were met and the product selection was ready for the procurement process. I worked with the external contractor to negotiate the contract for labor and materials. The mechanical systems controls were one of the last components to be installed onsite, so I worked with the external contractor to ensure that the systems programming was completed offsite prior to onsite installation. For monitoring and controlling the project, I worked with internal skilled trades staff to ensure the deliverables met all requirements. When issues arose, I communicated all concerns with relevant stakeholders to achieve resolution. For closeout, I coordinated a final walkthrough with the on staff technical experts and the contractor. Having a walkthrough with the technical experts and the contractor facilitated quick resolution to any punch list items for a smooth financial closeout.

Answer:

(b) (6)

Job Announcement No: 22PBSA599KEMP

Job Title and Grade: Project Manager, GS-12

Professional Licenses

Association of Energy Engineers, Certified Energy Manager, License #24929

Professional Development

Project Management Professional Course, Oklahoma City University, January to April 2020

Education

University of Colorado Denver

Bachelor of Arts, May 2013

Major: Geography/Environmental Science

Minors: Physics and Astrophysics

Honors: Gamma Theta Upsilon Honor Society

Tulsa Community College

Associate's Degree in Applied Science, July 2011

Major: Alternative Energy

Honors: Phi Theta Kappa Honor Society

Tulsa Community College

Associate's Degree in Liberal Arts, December 2009

Major: Liberal Arts

Professional Work Experience

General Services Administration

10/2021-Present

Public Buildings Service

200 North 4th Street, Ste. 4050, Oklahoma City, OK 73102

Project Manager

Highest grade held: GS-12 Step 1

Hours Worked: 40 hours per week

Responsible for overall project management of projects which comprise complex initiatives. Leads the development of project plans including methodology, resource requirements, timelines, priorities and budget impact. Ensures that projects delivered meet agreed to customer requirements. Ensures the completion of project documents and makes certain they are uploaded into all necessary systems of record in order to track established

performance metrics and historical trends. Negotiates and coordinates project plans, budget objectives and schedules with customer agencies to establish and/or manage customer expectations. Works with stakeholders and key leadership in various Federal agencies. Leads and facilitates the efforts and expertise of a wide range of disciplines. Directs the acquisition and management of large numbers and types of contracts supporting all aspects of Federal construction projects. Prepares or assists the Contracting Officer and/or the COR in the preparation of statements of work and solicitation documents. In conjunction with the Contracting Officer and/or the COR, directs the preparation and issuance of necessary modifications for assigned projects. Negotiates the business transaction with customer agencies including utilization rates and financial obligations; develops complex, accurate requests for funding and tracks financial obligations and expenses throughout the planning, execution and close-out of projects.

**The University of Oklahoma Health Sciences Center
01/2015-09/2021**

1101 North Lindsay, Ste. 142A, Oklahoma City, Oklahoma 73104

Energy Manager

Highest Salary: \$89,000

Starting Salary:\$72,000 (approx.)

Average Hours Worked: 40 hours per week

Responsible for energy efficiency improvements, including construction projects, and space management of 37 multi-level university buildings (4 million square feet) consisting of complex building mechanical systems and establishing policies and procedures related to energy management of the campus. This experience includes monitoring occupant space utilization, energy and water conservation, sustainability and environmental hazards programs; designing, directing, and coordinating major alteration, construction, and renovation projects, including LED lighting projects; evaluating and mitigating project risk; maintaining stakeholder engagement including feedback mechanisms used to evaluate the effectiveness of services provided; managing or monitoring real property budgetary and financial data related to energy efficiency projects; contract administration and oversight; responding to customer and stakeholder feedback; giving presentations on building energy conservation; preparing annual reports; performing technical reviews of projects to verify compliance with sustainable design principles; reporting program outcomes to senior university executives; working with senior university executives on program parameters and milestones and on issues of a sensitive or controversial nature involving extensive design and construction project issues; responding to requests for information from senior executives, staff, faculty, and students; coordinating training on health and safety laws and regulations; creating and implementing a behavior-based energy conservation program and policies to educate and encourage stakeholders and building occupants; and supervising, coaching, and

mentoring the energy management staff, staff assistant, utility controls shop foreman and utility controls shop, consisting of four additional building automation technicians.

Additional experience includes extensive project management from initiation of design to closeout of large-scale alteration, construction, renovation, and energy efficiency projects, including: writing scope; managing competitive bid process; participating in selection committees; managing project communication with contractors, vendors, and stakeholders at all levels; ensuring projects stay on schedule and budget; directing assigned team members in producing quality deliverables, results, and outcomes; and evaluating and mitigating project risk. Large projects include: entire building controls upgrades within research and laboratory facilities, overseeing monthly steam and chilled water metering and billing for the campus, managing campus-wide Arc Flash study, as well as an entire building lighting retrofit to LED.

The State of Oklahoma

10/2013-1/2015

Office of Management and Enterprise Services

Division of Capital Assets Management

3115 North Lincoln Blvd, Oklahoma City, Oklahoma 73115

Senior Energy Manager & Energy Database Administrator

Highest Salary:\$55,000 (approx.)

Starting Salary:\$44,000 (approx.)

Average Hours Worked: 40 hours per week

Responsible for energy management and establishing policies and procedures related to energy management for 2.4 million square foot Oklahoma Capitol Complex, pursuant to Oklahoma's 20x2020 legislation. Started as Energy Supervisor overseeing building efficiency; critically reviewing utility bills and data; conducting quarterly indoor air quality tests; performing technical reviews of projects to verify compliance with sustainable design principles; overseeing the sustainability program; supervising automation technician; and working with contractors on various projects, including local utility rebate program participation. Once promoted to Senior Energy Manager, responsibilities included implementing the statewide energy analytic software and working in partnership with over 105 state entities to train and coordinate establishment of the database and inputting data, ensuring accurate utility data, and working with the behavior-based contractor to train and engage a diverse group of state employees, executives, and senior managers by organizing trainings, webinars, and a regular newsletter to keep stakeholders informed and share best practices on the Statewide Energy Program.

Part Time and Volunteer Experience

**Veterans Green Jobs, Denver, Colorado
10/2011-05/2012**

Volunteer

Veterans Green Jobs mission is to engage, transition, and connect military veterans in Colorado with meaningful employment opportunities in residential energy efficiency and other green industry sectors that serve our communities and environment. As a volunteer, my duties included: Assisting in the furnace department; Contacting clients; Answering calls and evaluating clients' energy needs; Writing client letters; Assisting with scheduling; Maintaining department records; Using and updating client database.

**Tulsa Glassblowing Studio, Tulsa, Oklahoma
01/2009-05/2009**

Glass Blowing Assistant

Duties: Assisted teaching a high school class glassblowing skills and techniques while maintaining a safe working environment.

**U.S. Army Reserves, Broken Arrow, Oklahoma
11/2007-08/2008**

Cable Systems Installer-Maintainer

Duties: Reloaded computer operating systems; Conducted inventory; Installed cable for small computer network; Promoted to Sergeant; Honorably discharged.

**Assurance Alarms and Integrated Systems, Bixby, Oklahoma
08/2005-06/2007**

Burglar and Fire Alarm Technician

Duties: Installed cables and wiring for home and business alarm systems; Programmed monitored alarm systems; Customer service giving personalized solutions to individual needs; Completed occupational state licensing for low voltage.

US Army Active Duty

**U.S. Army Active Duty, Ft. Huachuca, Arizona
08/2003-08/2004**

Cable Systems Installer-Maintainer, 69th Signal Company

Deployed to Afghanistan where duties included: Installation and termination of copper and fiber optic cables; Installation of telephone poles and hardware; Installation of telephone switch; Conducted inventory of tools and materials; Drove and operated bucket truck.

**U.S. Army Active Duty, Ft. Richardson, Alaska
01/2001-07/2003**

Cable Systems Installer-Maintainer, 21st Signal Company

Duties: Processed unit's security clearances; Installed and maintained tactical cable systems; Installed and maintained commercial telephone and internet

cable systems; Scheduled unit's training; Managed unit's supply room; Ordered equipment and supplies; Maintained unit security records; Promoted to Private First Class and to Specialist.

**U.S. Army Active Duty, Ft. Gordon, Georgia
10/2000-12/2000**

Cable Systems Installer-Maintainer

Duties: Advanced Individual Training for cable systems installation and maintenance; Installing, operating and performing maintenance on wire and cable systems; Repairs, restorers, voltage protective devices, telephones, test stations, and telephone substation equipment; Pole climbing and assisted in the construction of tactical wire, cable and pole lines while operating construction equipment and clearing and maintaining the rights of way; Maintained and tested cable communication systems using a variety of test equipment.

**U.S. Army Active Duty, Ft. Sill, Oklahoma
08/2000-10/2000**

Soldier

**General Services Administration
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Position Title: Project Manager

Name: (b) (6)
SSN: (b) (6)
MIDX: (b) (6)
Address1: (b) (6)
Address2:
City: (b) (6)
State: (b) (6)
Country: United States
Post Code: (b) (6)
Plus4:
Telephone 1: (b) (6)
Telephone 2: (b) (6)
Telephone 3:
Email: (b) (6)
United States (b) (6) ■
Series Applied To: 1101AK
Veterans' Preference: TP
Military Service Dates (Start of Service - End of Service):

(b) (6)

Applicant Level Assessments:

Eligibility Questions

1. Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

2. No

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2. Are you a current Federal employee?

Answers:

1. Yes

3. Are you a current Federal employee serving under a Veterans Readjustment Authority

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(VRA) appointment?

Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

2. Other

5.If you selected "Other", please enter the agency and organization.

Answers: Dept of Defense Air Force

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: USAF Academy
Colorado Springs, CO

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

1. Permanent-Career, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

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(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9.Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

10.Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

2. No

11.If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit
a copy of a SF-50 prior to selection
as proof of your reinstatement eligibility.)

12.If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

1. GS

13.If you selected "Other", please enter the Pay Plan.

Answers:

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14.If you are, or ever were, a Federal civilian employee, please indicate the highest grade level you held (Enter NA if Not Applicable):

Answers: 12

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: 12-2006 to Present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 09

17.May we contact your current supervisor for a reference?

Answers:

1. Yes

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

1. Yes

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

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(Note: You will be asked to provide
a copy of the exemption prior to
interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

2. No

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

2. No

If you answered **Yes** then answer the following questions.

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

Assessment Questions

What locations do you wish to apply to?

Lakewood, CO, US

What Grades do you wish to apply to?

12

Grade: 12

1.Do you have one year of specialized experience equivalent to the GS-11 level in the

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Federal service, as defined above?

Answer (0.00 points):

1. Yes

2.I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (16.66 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3.Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4.I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (13.33 points):

3. Medium space renovations (20,001 -- 50.000 sq. ft).

5.Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (13.33 points):

6. I am highly skilled at providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new

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construction for large office buildings. I have performed this task routinely and have conducted training in this area.

6.Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7.Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (6.67 points):

5. I have performed similar or directly related job functions and my experience and training have prepared me to perform these functions successfully.

8.Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (10.00 points):

3. I have experience on projects in excess of 25,000 square feet but not more than 60,000 square feet.

9.Formulates or develops the scope of work and provides estimates.

Answer (12.00 points):

4. I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.

10.Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (13.33 points):

3. I have served as a designated expert for communicating effectively, orally and in writing, exercising tact and diplomacy.

11.Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12.Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

1. Yes

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13.Which of the following describes your experience leading and communicating with a project team?

Answer (6.75 points):

1. I have lead teams in developing major projects.
2. I have provided feedback to team members, peers and others.
3. I have demonstrated experience influencing others and negotiating through open communication, consideration of others ideas and flexibility.
4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
6. I have communicated with team to ensure they knew when issues/problems must be escalated.
7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.

14.I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (5.62 points):

3. I have independently utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

15.Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1.Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2.Are you a current General Services Administration associate?

Answer (0.00 points):

2. No

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If you answered **No** then answer the following questions.

2.1. Do you have a current annual performance rating that is equal to pass or successful?

Answer (0.00 points):

1. Yes

2.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answer (0.00 points): April 2022

(b) (6)

3. If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

Phase Assessment Questions

All Grades

PLEASE NOTE: The following question(s) are related to the questions asked previously in this announcement. You can review your responses by using the "Previous" button at the bottom of the screen. Please review and follow the below instructions.

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In order to receive credit for your response(s) to the following question(s), you must describe your experience in the space provided. Please be specific about your role and responsibilities. **"Please see resume"** is not an acceptable response. Failure to answer the question(s) may affect your eligibility to be considered for this position.

1. Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

Assisted in the data analysis of actual power outputs of the 125KW Solar Power generation project at CO Air National Guard Facilities on Buckley AFB that resulted in a redesign of the connection method that allowed nearly 100% of the power being generated to be recorded accurately. This resulted in a more accurate power production reporting, and ultimately resulting in power generation credit being applied to and reducing the Utility Bills.

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Answer:

(b) (6)

06/2015 - Present

Base Maintenance Support Contract Chief Contract Officer Representative (DoD AF Civilian)

Series/Grade: 801 General Engineer, GS 12, Step 9

Location: USAF Academy, 10 CES, 8120 Edgerton Drive, Suite 40, USAF Academy, CO 80840-2400

Supervisor: Yes, over [REDACTED] ployees (1 GS-9, 3 GS-11), 1 Contractor

Security Clearance: (b) (6)

Current Supervisor: (b) (6)

Okay to contact this Supervisor: Yes

Duties, Accomplishments and Related Skills:

Primary duty is serving as the Quality Assurance Section Supervisor, the Chief Contract Officer Representative (C-COR), and the Contract Manager for the 10th Civil Engineer Squadron Base Maintenance Support Contract (BOS/BMS). The Contract is currently valued at over \$200 million for the entire contract life (7-yrs), and at \$26-28M annually. The contract covers all aspects of the 10 CES to include Engineering (Portfolio Optimization and Construction Management), Installation Management, Emergency Management, GOQ Housing, and Facility Operations (to include Requirements and Optimization). My section is responsible for ensuring the Service Provider is meeting all aspects of Performance Work Statement to perform all necessary functions of a CE Squadron.

Additional Responsibilities:

- Serving as unofficial Deputy Operations Flight Chief (Chief is GS-13, I am only GS-12 Supervisor in flight)
- Served as Source Selection Board Chair during solicitation and successful Best Value Award of the 10 CES Base Maintenance Support (BMS) Contract valued at over \$200M total value
- Annually reviewing and submitting budgeting/planning documents for Mid-year review and next FY Budget development
- Develop SOW's/IGE's and provide Technical Evaluations of all Contractor Proposal for Facility Repair/Maintenance modifications awarded to the BOS/BMS Contract
- Develop SOW's/IGE's and provide Technical Evaluations of all Contractor Proposal for BOS/BMS Contract Requirements changes to the BOS/BMS Contract
- Serving as the 10 CES POC for NEXGEN IT Transition (scheduled for 28 Jan 2022)
- Serving as POC for AFICC Category Intelligence Report (CIR) for BOS/BMS Contracts (USAF Academy was selected as sample base primarily due to BMS Contract)
- Serving as 10 CES POC for AFIMSC BMC Cost Control Plan FY22 tasker
- Annually reviewing BCAMP process (CTO and Local IPL) against performance criteria in BMS Contract
- Serving as Primary vocal point for Contracts Requirements development for BMS solicitation efforts
- Performing C-COR duties (annual AER Brief's to PEO, CPARS, inspections, COR Reporting, etc)

Personal Achievement: Successfully upgraded three GS-9 positions from General Construction Inspector positions to GS-11 Quality Assurance Technically Specific positions via the SCPD process.

01/2011 - 06/2015

Civil Engineering - Project Management (CENM)

Series/Grade: 801 General Engineer, GS 12

Location: USAF Academy, 10 CES, 8120 Edgerton Drive, Suite 40, USAF Academy, CO 80840-2400

Duties, Accomplishments and Related Skills:

Primary Duty is serving as Construction Management oversight and serving as Primary Contracting Officer Technical Representative (COTR) and/or as the Contracting Officer Representative (COR) as required for construction projects. Duties include but not limited to exercising authority in planning, directing, controlling, and coordinating architectural or engineering activities from project concept phase through construction punch listing to complete project close-out phases.

Additional Responsibilities:

- Served as Technical Evaluator Selection Board Chair during solicitation and successful Lowest Price Technically Acceptable Best Value Award of the 10 CES BMS Contract (2014) valued at over \$120M total value
- CE representative on Source Selection Evaluation Board for \$35M Regional Paving IDIQ Contract
- Served on 6 Past Performance evaluations for FY12 EOY projects which lead to successful awards valued at a total of \$50M
- FY 14 served as central POC in the monitoring of the successful award and execution of over \$20M in Sustainment, Repair and Modernization construction projects during the transition into the Centralized Air Force Repair and Maintenance Program run by AFIMSC.
- Assisting CENP Section in planning/programming of FSRM requirements for facilities including financial management of facility programs
- Serve as Government approval for BMS Contractor performing Engineering Services duties
- Reviewed and give government technical approval as required on all construction contractors' progress payment requests, change order requests, submittals, and Request for Information requests;
- Provide technical review and provide supporting documents to support Government's position on contractors' claims
- Conducted routine project Quality Control and Safety Inspections to ensure compliance with project requirements and adherence to project schedule
- Serve as Primary POC to ensure BMS Contractor is completing all necessary coordination between the Contractor and the Base for utility shutdowns, escort requirement in restricted areas, and all other interactions with the Base to facilitate the completion of the project
- Generated Independent Government Estimates for Facility Maintenance/Repair Project change orders
- Organized and lead regular construction project meetings held with the Contracting Officer to discuss project progress, payments, and contractual issues
- Served as alternate POC for 10 CES on Utility Privatization efforts for the Base (gas, electric, water, and waste water).
- Completed DAU COR Training and served as COR for AFCEC on \$10M Dining Hall

- repair project
 - At request of Deputy Base Civil Engineer (DBCE), reviewed/improved process for capitalizing Minor Construction projects thus allowing increased O&M dollars to be provided
-

12/2006 - 01/2011

Military Construction Manager (MILCON Manager)

Series/Grade: 801 General Engineer, GS-12, Air Reserve Technician

Location: Buckley Air Force Base, Colorado Air National Guard, Aurora, CO 80011

Duties, Accomplishments and Related Skills:

Primary Duty involved working with the Deputy Base Civil Engineer in the acquisition, construction, maintenance, repair, and operating of real property facilities. Served as Primary Contracting Officer Technical Representative (COTR) and/or as the Contracting Officer Representative (COR) as required for construction projects.

Additional Responsibilities:

- Assisted in the planning and coordinating architectural or engineering activities from project concept phase through construction punch listing to complete project close-out phases
- assisting the BCE in planning and programming of total requirements for the maintenance, repair, and construction of facilities including financial management of facility programs
- Serving as COANG Civil Engineering POC for all construction projects conducted at the geographically separated unit at Greeley, CO.
- reviewed and gave technical approval on all contractors' progress payment requests, change order requests, submittals, and Request for Information requests; provide technical review and provide supporting documents to support Government's position on contractors' claims;
- was lead technical support for implementation of paperless construction project management software; conducted routine project Quality Control and Safety Inspections to ensure compliance with project requirements and adherence to project schedule
- Served as Primary POC for all coordination between the Contractor and the Base for utility shutdowns, escort requirement in restricted areas, and all other interactions with the Base to facilitate the completion of the project
- generated Independent Government Estimates for project change orders; organized and lead all regular construction project meetings held with the Contracting Officer to discuss project progress, payments, and contractual issues

Some of the projects I have been directly involved with include a 125kW Solar Power Generation Project, a \$6 million new office complex at Greeley Air National Guard Station, a \$7million new Civil Engineering Complex, and a \$2.5 million new Alert Air Crew Quarters.

09/2003 - 12/2006

Construction Project Manager/Quality Assurance Inspector (Government Contractor)

EGS, INC -- 333 W. Hampden Ave., Suite 530, Cherry Hills Village, CO 80110 United States

Work Location: Buckley Air Force Base, Colorado Air National Guard Civil Engineering Office

Duties, Accomplishments and Related Skills:

provide daily construction site inspection services, constructability reviews of contract documents (plans and specifications), project coordination between all parties (Users, Base Civil Engineering, Safety, Environmental, Fire, A/E firms, Contracting Officers, etc.)

for utility shut-downs and primary POC for Base coordination, required to maintain construction project record documents; review, process and make recommendation to the Base Civil Engineer (BCE) on project submittals and Requests for Information (RFI), advise and make recommendations to the BCE on engineering issues associated with the projects and prepare any necessary change order requests that may be needed, assisted with the facilitation of all project meetings.

Served as Contracting Officer Technical Representative and Inspector for the following Projects: Engineering Design Review of Pre-bid Construction Documents for Space Warning Squadron Support Facility in Greeley (\$6.5 million); Construction of New Civil Engineering Complex (\$7 million); Repair Parking Lots (\$730,000); Construction of New Airfield Fence (\$750,000); Construction of New Bottle Storage Bldg (\$95,000)

03/2000 - 09/2003

Quality Control Inspector

Washington Group International -- P.O. Box 16630, 101 International Drive, Missoula, MT 59808

Work Locations: Waste Lagoon Environmental Clean-up Project at ALCOA Metals in Massena, NY

New Toll Road Construction -- Segment IV of E470 in Denver, CO

New Toll Road Construction -- Northwest Parkway in Denver CO

03/1997 - 03/2000

Assistant Site Supervisor/Quality Control Inspector

Tug Hill Construction -- Glen Park, NY 13601

MILITARY SERVICE

Colorado Air National Guard 140th Civil Engineering Squadron from 2004 to 2012:

Honorably Discharged from Colorado Air National Guard October 2012

Was a Highest Rank held was Captain (3rd highest ranking Officer in Chain of Command)

Served as Readiness (Emergency Management) Flight Officer

Served as Officer in Charge (OIC) for Engineering Flight.

Deployed 05/2009 -01/2010

Location: Forward Operating Base Delta, Iraq

Deployed Facility Engineering

Officer Duties, Accomplishments

and Related Skills:

Served as Executive Officer and Facility Engineer for Facility Engineering Team. While deployed in support of OIF (Operation Iraqi Freedom), duties included (but not limited to):

- providing Facility Level Engineering support; developed project documents to include designs for Base Level projects
- serving as Contracting Officer Representative (COR), daily construction oversight and inspection of projects for quality control and adherence to project requirements
- preparing pre-bid contract documents, reviewing payment requests, conducting reviews for technical acceptability of contractor's proposals for both project award and change orders
- overseeing the development, education, and training of a 5 person Iraqi Facility Engineering Team
- Interactions with Iraqi Nationals and ranking Officers of the Iraqi Air Force Stationed at Al Kut was also part of my daily activities.

- Was part of evaluation team that reviewed the use of FOB Delta as part of the “draw down of American Forces”

EDUCATION:

Bachelor Degree: Forest Engineering (ABET Accredited)

Honors: Cum Laude

College: SUNY College of Environmental Science and Forestry at Syracuse, NY

Relevant Coursework, Licenses and Certifications:

Forest Engineering Degree (ABET Accredited) is a Civil Engineering Degree with an Environmental emphasis

Obtained Engineer-In-Training Certificate while in attendance

Associate's Degree: Engineering Science

College: SUNY College Of Technology At Canton, Canton, NY

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Name: (b) (6) .

SSN: (b) (6)

MIDX: (b) (6)

Address1: (b) (6) .

Address2:

City: (b) (6)

State: (b) (6)

Country: United States

Post Code: (b) (6)

Plus4:

Telephone 1: (b) (6)

Telephone 2:

Telephone 3:

Email: (b) (6)

United States (b) (6)

Series Applied To: 1101AK

Veterans' Preference: CP

Military Service Dates (Start of Service - End of Service):

(b) (6)

Applicant Level Assessments:

Eligibility Questions

1.Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Answers:

1. Yes

(Note: If you answered yes OR if you are claiming Veterans Preference you MUST submit a copy of a DD214, Certificate of Release or Discharge from Active Duty showing the type of discharge. Additionally, persons claiming 10 point preference will need to submit a SF-15 with the appropriate documentation. This documentation needs to be provided when you apply for a vacancy.)

2.Are you a current Federal employee?

Answers:

1. Yes

3.Are you a current Federal employee serving under a Veterans Readjustment Authority

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(VRA) appointment?

Answers:

2. No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

4.If you are a current Federal employee, by what agency and organization are you employed?

Answers:

2. Other

5.If you selected "Other", please enter the agency and organization.

Answers: US Army Civilian

6.If you are a current Federal employee, what is your duty station? [City,State] (Enter N/A if not Applicable)

Answers: West Point, NY

7.If you are a Federal employee, under what type of appointment are you currently serving?

Answers:

1. Permanent-Career, competitive service

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist.)

8.Are you a current (or former) employee of one or more of the following Land Management Agencies (Forest Service, Bureau of Land Management, National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs, Bureau of Reclamation) and meet all of the following:

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(a) worked for the agency/agencies on a time-limited (temporary or term) basis;

(b) held those jobs totaling more than 24 total months;

(c) did not have more than a 2-year break between those jobs; and

(d) had performance ratings at or above the "acceptable" level during your employment

Answers:

2. No

9.Are you a current appointee under the Pathways Internship Program who has (a) completed all requirements for conversion under that program and (b) are in the 120 day conversion period to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

10.Are you a current appointee under the Pathways Recent Graduates or Presidential Management Fellows program who has completed all requirements for conversion under that appointing authority to a permanent position or a term position (one lasting between 1 - 4 years)?

Answers:

3. Not Applicable

11.If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

Answers:

3. Not Applicable

(Note: You will be asked to submit
a copy of a SF-50 prior to selection
as proof of your reinstatement eligibility.)

12.If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

Answers:

1. GS

13.If you selected "Other", please enter the Pay Plan.

Answers:

14.If you are, or ever were, a Federal civilian employee, please indicate the highest

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grade level you held (Enter NA if Not Applicable):

Answers: 11

15.If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

Answers: 08-2018 to present

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

16.If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

Answers: 11

17.May we contact your current supervisor for a reference?

Answers:

1. Yes

18.Does the General Services Administration employ any member of your family?

Answers:

2. No

19.If yes to Question 18, please provide the name, relationship, organization in which employed, and location if known.

Answers:

20.If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?

Answers:

1. Yes

21.If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?

Answers:

3. Not Applicable

(Note: You will be asked to provide

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a copy of the exemption prior to
interview and selection.)

22.Are you a retiree receiving a Federal annuity, either military or civilian?

Answers:

2. No

(Note: If you are an annuitant,
your salary or annuity may
be reduced upon employment.)

23.Have you accepted a buyout from a Federal agency within the past 5 years?

Answers:

3. Not Applicable

24.Are you eligible for noncompetitive appointment under a Special Hiring Authority?

Answers:

2. No

If you answered **Yes** then answer the following questions.

25.Displaced employee information:

Answers:

3. I am not a displaced employee from a Federal Agency.

(Note: If you are eligible for one of these plans, you will be asked to supply a copy
of RIF separation notice, proposed removal for declining a directed reassignment
outside of the local commuting area, or other official
notification granting eligibility when you apply for a vacancy.)

Assessment Questions

What locations do you wish to apply to?

Lakewood, CO, US

What Grades do you wish to apply to?

12

Grade: 12

1.Do you have one year of specialized experience equivalent to the GS-11 level in the
Federal service, as defined above?

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Answer (0.00 points):

1. Yes

2. I have performed the following project management functions, either independently or under direct supervision, in association with construction/alteration/repair projects:

Answer (16.66 points):

1. Applied comprehensive knowledge of construction project management for new construction or alterations in commercial buildings (facilities).
2. Developed construction/alteration contract project schedules following the Critical Path Method (CPM).
3. Monitored and tracked contractor performance against project schedules and project timelines to ensure projects meet schedule.
4. Monitored contractor performance for quality of work and compliance with project specifications, drawings, law, regulation, codes and industry standards.
5. Managed construction/alteration projects involving general contractors and multiple general trades (sub contractors).
6. Monitored and tracked project funding sources and expenditures to ensure solvency.
7. Recommended progress payments against work completed based on CPM and predetermined schedule of values for percent of completed work.
8. Performed project management functions or project oversight on multiple projects simultaneously.
9. Developed project schedules following CPM method using computer programs such as: Microsoft Project Manager, Primavera, and Microsoft Excel spreadsheet software applications.

3. Have you maintained effective control of a project to ensure its continuity and completion within defined constraints of schedule, budget and quality?

Answer (16.70 points):

1. Yes

4. I have experience developing scope of work and/or specifications for small construction projects for the following size space renovations of existing buildings (which included such elements as rough carpentry, electrical, voice and data cabling, mechanical and finishes):

Answer (16.66 points):

4. Large space renovations (50,001 -100,000 sq. ft.).

5. Choose the response that best describes your experience in providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings.

Answer (13.33 points):

6. I am highly skilled at providing technical support (i.e., construction inspection, oversight, coordination) for building renovations, from minor repairs to new construction for large office buildings. I have performed this task routinely and have

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conducted training in this area.

6. Do you have experience interpreting technical plans and specifications in order to compute construction costs, negotiate changes, and monitor compliance with requirements?

Answer (13.33 points):

1. Yes

7. Which of the following best describes your experience preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques?

Answer (13.33 points):

6. I am highly skilled at preparing detailed cost estimates for construction/alteration/repair projects for commercial properties using industry standard cost estimating techniques. My estimates have been accurate and within 10% of contractors' submitted bid proposals. I have performed this task routinely and have conducted training in this area.

8. Please indicate your experience in the design phase of a project to include conceptual design development, production of working drawings, and writing of contract specifications on a commercial project.

Answer (5.00 points):

1. I have experience on projects up to 10,000 square feet.

9. Formulates or develops the scope of work and provides estimates.

Answer (15.00 points):

5. Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.

10. Please select the statement that best describes your experience communicating effectively, orally and in writing, exercising tact and diplomacy.

Answer (6.67 points):

1. I have experience communicating effectively, orally and in writing, exercising tact and diplomacy. My work was reviewed for accuracy and completeness by a team leader/supervisor.

11. Have you personally led, chaired or facilitated meetings or briefings designed to convey technical information and resolve complex issues/problems?

Answer (13.33 points):

1. Yes

12. Do you have experience managing other design professionals or contractors in the production and administration of contract documents for office buildings?

Answer (13.33 points):

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1. Yes

13. Which of the following describes your experience leading and communicating with a project team?

Answer (6.00 points):

- 3. I have demonstrated experience influencing others and negotiating through open communication, consideration of others ideas and flexibility.
- 4. I have taken an expressed interest in the success of team members, peers, partners, and organization.
- 5. I have discussed accountability with project teams and held members accountable for team performance and results through project close-out.
- 6. I have communicated with team to ensure they knew when issues/problems must be escalated.
- 7. I have assigned tasks to project teams, providing clear expectations, clearly understood performance standards or metrics (project schedule, delivery approach, budget, customer satisfaction, etc.) and application of agency/organizational values.
- 8. I have regularly checked in with team to gauge progress, identify emerging issues, and offer support where needed.
- 9. I have initiated collaborative resolution of issues when necessary, by bringing supervisors of team members together.
- 10. I have ensured that individual participation on matrix teams is given priority and balanced against other competing priorities and workload.

14. I have utilized qualitative and quantitative methods to assess and improve program effectiveness and/or complex management processes, projects, and systems under category management.

Answer (7.50 points):

- 4. I am highly skilled in utilizing qualitative and quantitative methods to assess and improve program effectiveness and complex management processes, projects, and systems under category management.

15. Have you represented your area of expertise through updates, status reports, or other communication methods as a part of a larger effort, initiative, or project team?

Answer (7.50 points):

1. Yes

All Grades

1. Are you currently, or have you been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch?

Answer (0.00 points):

2. No

2. Are you a current General Services Administration associate?

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Answer (0.00 points):

2. No

If you answered **No** then answer the following questions.

2.1. Do you have a current annual performance rating that is equal to pass or successful?

Answer (0.00 points):

1. Yes

2.2. Give the date of your last official appraisal, the name, title & phone number of the supervisor who evaluated your performance.

Answer (0.00 points): (b) (6)

3. If you are eligible based on being a current or former Land Management employee, select the Land Management agency for which you are/were employed:

Answer (0.00 points):

7. None of the above

4. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001), my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 CFR, Part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

Answer (0.00 points):

1. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

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All Grades

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1. Please describe your most significant work as a project manager. Please indicate any formal recognition you received for performing your assignments exceptionally well. Limit your response to 4,000 characters which is approximately one typewritten page in length.

Answer:

Currently working multiple construction and mechanical projects from repair and installation of HVAC units, steam piping, chillers, boilers, roofing, and retaining walls.

Answer:

(b) (6)

Dedicated engineering technician transitioned from the active duty U.S. Navy to the federal civilian employment service. Highly motivated to leverage more than twenty years of military and professional achievements during naval career to provide a dedicated government / civilian career to the United States of America.

Experienced, multi-faceted professional with demonstrated knowledge, skill, and expertise in project management, safety, quality assurance, operation, maintenance, installation, troubleshooting, overhaul and repair of complex boilers, diesel generators, main propulsion systems, main reduction gears, electrical systems, and multiple auxiliary systems. Proven ability to conduct inspections, analyze, and perform appropriate repairs and perform final operational testing. Organized, detailed oriented and thorough with ability to work independently to perform critical jobs and meet deadlines. Mature values and polished professional with image coupled with excellent oral and written communication skills to support the ability to achieve outstanding results.

U.S. Army Civilian - USMA West Point, IMCOM, Department of Public Works; Engineering Technician, Project Manager, Estimator, Quality Assurance Specialist, Building & Facilities Manager, Construction Control Representative, and Contracting Officer's Rep.; 40 HRS per week, August 2018 - Present.

Initiates, implements, and coordinates the overall planning, design, cost engineering, construction, and environmental considerations, etc. for engineering projects of considerable scope and complexity. Writes detailed scope of work and independent government estimates for all JOC, MATOC, and in-house projects. Manages project milestones and budget from planning to the construction phase of construction, maintenance, and repair of mechanical and electrical projects. Applies a wide range of project and facilities management principles and techniques to assure conformance with established plan and procedures. Serve as a project manager, quality assurance specialist, and Contract Officer's Representative for engineering construction projects.

Serves as a project manager, construction control representative, and has overall responsibility for assigned projects, from the project initiation stage through the planning, design, construction and closeout phases. Meets with contractors, manufacturers' representatives, and/or Government agency representatives to establish construction requirements. Establishes communication protocols on projects and the scope of work from the

engineering service requests received to the awarded/approved projects. Reviews all scopes for accuracy and conformance for the contract of the projects awarded. Assures the customer, scope, budget, construction, and environmental issues and concerns are addressed and resolved during the process of the project to mitigate risk. Supervise and inspect construction projects executed by Directorate of Public Works, also provide the input throughout the design process, planning, and specifications for feasibility of the projects.

Dedicated to work and negotiating the planning, design, construction, cost engineering, quality assurance, and contracting in support of all projects assigned. Provide complete support to professional engineers in accomplishing all projects related to new or improved manufacturing equipment or processes from conceptualization to installation and testing. Conducts and performs duties as a building and facilities manager at multiple locations. Reviews and provides comment to specifications on new design, layout, work flow, safety, maintenance, set-up procedures, and all other items related to the proper installation or incorporation of new construction projects and equipment. Tracks numerous facilities and military construction projects requiring resolution to any range of any repairs or problems related to engineering construction and maintenance projects.

Eastco Building Services Inc. - James J. Peters Bronx VA Medical Center, Bronx, NY; Project Manager; 40 HRS per week, October 2016 - August 2018.

Responsible for the overall direction, planning, implementation, execution, control and completion of specific maintenance, repair, construction projects and contract management ensuring consistency with company strategy, commitments and goals. Oversees engineering facility duties in monitoring of boilers, diesel engines, heating and air conditioning, absorbers, chiller plants, and other mechanically functioning equipment. Also, manages installation, operation, maintenance, and repair of equipment such as construction, centralized heat, gas, water, steam, and auxiliary systems.

Highly skilled in managing project maintenance, contracts, procurements, technical drawings, blue prints, and numerous other repair maintenance oversight. Executes work orders against authorized line items included in the contract, attesting to availability of funds and validity of the transactions, and also verifies contractor invoices against completed work orders and reconciles differences prior to submission. Responsible for reviewing contracts to ensure they are within regulations and assist in editing contracts. Prepares budget and cost estimates for maintenance projects implemented for contracts. Interprets, applies, and explains specifications and standards for contracted in areas assigned. Reviews contractor estimates for work orders and negotiates estimates or resolves discrepancies between

standards and estimates submitted for both labor and material costs for projects. Demonstrates initiative in a lead role to inform government management of updates and completion of projects maintained at the VA medical center.

Works closely with VA medical center representatives and contractors to ensure customer satisfaction, and evaluates contractor, vendor performance and directs changes for impacts on the contract, also the contractor's ability to accommodate such changes within the requirements and specifications for modification of the contract. Implements managerial skills with technical expertise of mechanical and repair maintenance knowledge in order to make projects always consistent to the highest standards of the VA medical centers.

Epsilon Solution Systems - Southwest Regional Maintenance Center (SWRMC), Mechanical Engineering Technician / Ship Project Manager; 40 HRS per week, July 2012 to October 2015.

- Apply and implement mechanical theory and related knowledge to repair, overhaul, test, and modify operational mechanical machinery, main reduction gears, gas turbine input shaft seals, electro-hydraulic control equipment, and automatic boiler control systems.
- Provided mechanical technical assistance on urgent mission degrading Casualty Report (CASREP) on similar problems affecting major systems onboard 42 Pacific Fleet Ships. This included diagnostics, repairs, and/or other corrective actions as necessary to complete the task including the application of "root-mean-cause-analysis" actions.
- Provided technical assistance in engineering assessments and training on all surface ships/aircraft carriers, automatic boiler control system, pneumatic controls, fuel and lube oil purifiers, auxiliary support equipment, main reduction gears (MRG), precipitator and dehumidifier, and associated pumps and piping. Leslie control air valves, pilot control valves associated with regulation flow, and temperature / pressure on various systems.
- Provided technical assistance on complex technical problems beyond the capability of forces afloat, intermediate maintenance activities or repair activities to diagnose and correction.
- Monitoring and evaluating contract quality assurance programs to ensure compliance with contract specifications for ship repair and overhaul.
- Completed over 250 Integrated Class Maintenance Plan (ICMP) task and Total Ship Readiness Assessment (TSRA) to provide training,

troubleshooting techniques, documenting, validating ship's Current Ship's Maintenance Project (CSMP), ship's configuration, to identify and correct equipment failures and technical assistance to ship's company to define existing and potential problems ensure a high state of Combat Readiness, on the following equipment: Main Reduction Gears, MRG Bearings, Line Shaft Bearings, Turning Gear, Attached Lube Oil Pumps, ALOP couplings, SSS Clutches, Power Turbine Brakes, Fuel and Lube oil purifiers, Fuel and Lube oil service pumps, Lube oil coolers, Fuel and Lube oil piping system, Lube oil filter separator, Fuel and Lube Strainers.

- Inspected and troubleshot over 30 Main Reduction Gears, gas turbine input shaft seals and flexible couplings, and Fuel and Lube oil purifier units saving the Navy over 500,000 dollars on the maintenance and repair cost.
- Inspected numerous ship boilers, pressure vessels and piping, boiler automatic controls, and main space auxiliary equipment for US Navy certification. Analyze all operating problems and recommend changes to correct any deficiencies.
- Interpreted and analyze engineering guidelines, principles and practices to solve complex technical problems. Provide resolutions/recommendations for all engineering related technical issues in aspects of repair and maintenance.
- Knowledgeable on the following programs and resources: Technical Data Management Information System (TDMIS), Technical Assist Assessment and Scheduling Information (TAAS), Naval Sea Logistics Center (NSLC), Logistics Information with regards to APL/AEL (IHS), Naval Logistics Technical Data, verification of Engineering Operational Sequencing System (NAVLOGTD), Planned Maintenance System program for all the ships (PMS VIEWER).
- Provided all maintenance; modernization and technical support for the ships, submarines, aircraft carrier and miscellaneous craft home ported the San Diego Southwest Region.
- Managed coordinated and supervised thirty military personnel in providing troubleshooting and technical assistance for the repairs of mechanical and hydraulic equipment on 42 Pacific Fleet Ships.
- Constantly provided training during maintenance availabilities mentoring and providing knowledge to junior personnel through hands on, in-rate training and intrusive leadership.

- Strongly promoted and advocates the Sort, Set in order, Standardize, Shine and Sustain LEAN principles, creating a safer and more productive shop, resulting in zero mishaps
- Supervised and assisted in completion of over 250 mechanical jobs on over 40 Ships, yielding a savings of 250,000 dollars in contractor cost avoidance and prevention of new equipment purchasing, ensuring that every ship in the water front was mission ready.
- Work diligently to repair to dozens of material discrepancies in support of Light off Assessment (LOA) onboard Ships including Boilers, Auxiliary equipment, MRG attached pumps and fuel and lube oil service pumps.

September 1997 to July 2012; Supervisor and Technician; Machinist Mate First Class, United States Navy, Southwest Regional Maintenance Center (SWRMC), San Diego CA, USS Boxer LHD-4, Deep Submergence Unit San Diego, and USS Bataan LHD-5.

- Successfully implemented and expertly managed all the Code 200 Engineering Department Training resulting in a 100% completion rate with zero deficiencies.
- Demonstrated a high level of technical skill and knowledge during the boiler and EABC inspections on six LPD, LHD, and LHA class ships.
- Implemented the technical inputs for shipboard boiler inspections into the Boiler Inspection Report Management Integrated System (BIRMIS) for repair and overhaul of boiler equipment that needs to be accomplished prior to light-off
- Managed and maintained an effective Maintenance and Material Management program.
- Conducted and managed weekly in-rate training to junior personnel that led to 80% advancement at SWRMC command. Trained all junior Machinist Mate's, because of broad technical expertise and compelling leadership.
- Troubleshoot and repaired Nr.2 main reduction gear (MRG) purifier, resulting in the timely completion of LOA, during the intense completion of a Restricted Maintenance Availability at Portsmouth Naval Shipyard.
- Supervised and maintained all auxiliary equipment for well deck operations and sustaining high combat and maritime intercept readiness in the support of Mediterranean Deployment.

- Supervised and maintained in flawless condition of electro/hydraulic ship's elevators; two aircraft elevators, six cargo weapons elevators, and two dumbwaiters.
- Repaired numerous mechanical discrepancies in preparation of INSURV Assessment (IA), including the filter assembly on NR.3 Ship's Service Turbine Generator and 2B Main Feed Pump.
- Hand selected to demonstrate vital equipment's to inspectors including the LP air system, ballast/deballast system, steering gear system and anchor windlass during INSURV, C5RA and Certification- performed flawlessly in each evolution.
- Clearly enjoys standing EDO, Space Supervisor, and Boiler Console Operator watch during complex evolutions and drills. Proficient watch standing ability was essential in the command's success during all major inspections.
- Completed over 20 major complex depot level repairs on the well deck stern gate, permitting a safe and efficient execution of BOXER's primary mission during Western Pacific Deployment, while saving over 100,000 dollars in repair funds and contactor cost.
- Performed over 200 evolutions and drills resulted in 90% effectiveness and contributed to an overall Underway Demonstration grade of above average.
- Meticulous attention to detail an oversight resulted in the correction of all significant discrepancies during BOXER's Safe to Steam Assessment.
- Member of the Engineering Training Team (ETT), qualified to observe every training team position. Unwavering dedication and personal motivation directly increased the training readiness and proficiency of the Command which ensured a successful completion of Ship's Certification.
- Repaired numerous depot level repairs of NR. 6 Shore power circuit breaker, steering gear unit, A/C unit, NR.1 Ships Service Diesel Generator voltage regulator and Electrical Plant Control Panel (EPCP) in timely manner and allowing the ship's to successfully continue her mission in support of Enduring Freedom and Iraqi Freedom.
- Supervised Eight personnel in the performing corrective and preventive maintenance on all electrical and electronic equipment's, power generation and associated auxiliaries.

- Ensured efficient and complaint maintenance practice and resulted in vastly improved degree of shipboard material readiness and received an overall score of 98% from Afloat Training Group Inspectors.
- Facilitate weekly in rate and basic military training presenting to audience of all levels in non-traditional environments.
- Driving force behind troubleshooting and repaired of numerous lighting systems in support of Well Deck and Flight Deck Certification.

EDUCATON & PROFESSIONAL TRAINING

- University of Phoenix, BAS in Business Management degree with a project management certificate, 2015 - 2018.
- OSHA 30 & 10 Hour Construction Safety Course certification.
- Marine Main Reduction Gear Manufacturing, Repair and Service Training, 2012-2015
- Project Management advanced course, 2012
- Safety Certification Training, 2002 - 2015
- Leadership Training, 2010
- Boiler Water/Feed water Treatment Supervisor School, 2009
- Boiler Water/Feed water Treatment Basic School, 2009
- Electronic Automatic Boiler Controls Mechanical, 2008
- Electronic Automatic Boiler Controls Operator, 2008
- Boiler Repair Technician, 2005
- Work Center Supervisor Training, 2005
- Quality Assurance Inspector School, 2004
- SUBSAFE, Quality Assurance Inspector, 2004
- BFMA Shaft Alignment School, 2003
- Machinist Mate "A" School, 1997
- Contractor Officer Representative (COR) certification

PROFESSIONAL RATINGS, AWARDS AND RECOGNITIONS

- Navy and Marine Corps Achievement Medal, 2001, 2006, and 2010
- Sailor of the Quarter, 2001, 2006
- Navy Good Conduct Medal, 2000, 2003, 2006, 2009, and 2012
- Numerous Letters of Commendation/Appreciation for Outstanding Performers 2002 to 2012

CAMPAIGN AND UNIT AWARDS

- Meritorious Unit Commendation, 2005, 2013

- Global War on Terrorism Service Medal, 2006
- Global War on Terrorism Expeditionary Medal, 2006
- Armed Forces Expeditionary Medal, 2001, 2006
- Humanitarian Service Medal, 2002
- National Defense Service Medal, 2000
- Navy "E" Ribbon, 1999, 2002, 2003, 2004, 2006